CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
Virtual Meeting via Zoom

SEPTEMBER 21, 2020

6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
   A. City Council Minutes – September 8, 2020
   B. October Domestic Violence Month Proclamation – Resolution 2020-35
   C. Siwek Park – Phase 1 Archaeological Survey
   D. Pay Estimate No. 3 – 2020 Street Reconstruction and Watermain Improvement Project
   E. DNR Matching Grant – Fire Department
   F. MMUA Safety Management Program Contract 2020-2021
   G. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
   A. Assessing Contract Renewal – Erik Skogquist (Continued)
   B. Broadband, Fiber and Internet
   C. EDA Funds Transfer to the City – Resolution 2020-36
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
    A. Department Reports – Public Works Monthly Reports
    B. Councilmember Reports -
    C. Upcoming Events –
       Oct 5 City Council Meeting 6:00 pm, Zoom meeting
       Oct 19 City Council Meeting 6:00 pm, Zoom meeting
       Oct 21 Planning Comm. Meeting @ 7:00 pm
       Oct 24 Recycling Event @ PW Facility 8 am- Noon
12. ADJOURNMENT

*This meeting will be a Virtual Meeting through Zoom, please visit our website for a link to Monday's meeting. https://www.stfrancismn.org/citycouncil/page/city-council-meeting-269

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
September 8, 2020

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman through a virtual setting via Zoom.

2. **ROLL CALL**
Members present: Councilmembers Robert Bauer, Kevin Robinson, Joe Muehlbauer, and Mayor Steve Feldman. Council member Sarah Udvig joined the meeting for a brief time and was excused for the rest of the meeting.

Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Jason Windingstad, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**
MOTION BY ROBINSON SECOND BAUER APPROVING THE REGULAR CITY COUNCIL AGENDA.
Ayes: Muehlbauer, Feldman, Robinson, and Bauer.
Nays: None
Motion carried 4-0.

4. **CONSENT AGENDA**
A. City Council Minutes – August 17, 2020
B. City Council Work Session Notes – July 14, 2020
C. City Council Work Session Notes – August 10, 2020
D. School Resource Officer Contract with St. Francis Area Schools 2020-2021
E. Skid Steer Replacement-Trade in of Bobcat S570 on a Caterpillar 259D3 from Ziegler Cat in Columbus MN.
F. Generators - Load Bank Testing Quotes from Pioneer Critical Power Inc. and Zeigler Power Systems and approving Pioneer Critical Power Inc to perform the Annual Load Bank testing in the amount of $7,964.
G. Fiber Optic to the Bottle Shop – Quotes from Telcom Construction and Subsurface Construction and going with the quote of $44,020.25 from Telcom construction.
H. Rental License Approvals – Mid Year: 2768 235th Avenue NW
I. CARES Act Grant Funding – Election Expenses Res 2020-32
J. ~~Assessing Contract Renewal – Erik Skogquist~~
K. Payment of Claims $143,401.07 (Check #'s 77969-78033)

Mayor Feldman stated Councilmember Udvig asked to have item J. pulled from the consent agenda to discuss further.
MOTION BY MUEHLBAUER SECOND BAUER APPROVING THE CONSENT AGENDA AS AMENDED ITEMS A – I and K.
Ayes: Robinson, Feldman, Bauer, and Muehlbauer.
Nays: None
Motion carried 4-0.

J. Assessing Contract Renewal – Erik Skogquist
Udvig joined meeting for this agenda item.

Mayor Feldman stated Councilmember Udvig asked to have this pulled from the consent agenda in regards to an article in the Anoka County Union Herald about Erik Skogquist and his behavior to Anoka City staff. If that were to happen to any resident like what happened in Anoka we would want to review this again.

Mary Wells a partner with Erik Skogquist in the assessing firm stated unfortunately Erik had a conflict and could not view tonight's meeting but is remorseful and apologized after the event. I have worked with him for some time and have never heard him speak that way, he takes his job very seriously.

Most of the council was unaware of the article but Robinson suggested this be tabled until the next city council meeting.

Wells stated I believe Erik (Skogquist) would be happy to speak to the issue himself.

Udvig stated I believe Erik is remorseful. The way he spoke to city staff made it uncomfortable for them and spoke ill to the contractor too. I want to be completely sure this is a one-time thing and that it does not happen with our residents when he is out assessing properties. Article was concerning and wanted to make sure the council was aware of this incident.

Feldman said everyone deserves a second chance but would like to have this on the next agenda and Erik in attendance.

MOTION BY MUEHLBAUER SECOND ROBINSON TO CONTINUE THE ASSESSING CONTRACT RENEWAL UNTIL THE SEPTEMBER 21, 2020 CITY COUNCIL MEETING.
Ayes: Bauer, Muehlbauer, Robinson, Feldman, and Udvig.
Nays: None
Motion carried 5-0.
Udvig left for the rest of the meeting.

5. **MEETING OPEN TO THE PUBLIC**
City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda. Hearing none the council continued.

6. **SPECIAL BUSINESS**
None

7. **PUBLIC HEARING**
None

8. **OLD BUSINESS**
None

9. **NEW BUSINESS**

A. Adjusting the Tax Levy for Bond Indebtedness – Resolution 2020-33

Finance Director Darcy Mulvihill reported in 2013, a bond was issued to advance refund the 2007 Bonds. The city also issued GO Bonds in 2015 for street improvements. In 2017, the city refunded the 2012A EDA Lease Revenue with the 2017A GO Bonds. All of these issues have a tax levy associated with them. The city has averaged the levy out over the life of the bonds so that the levy stays consistent. The attached resolution adjusts the 2015 bond levy and the 2017 bond levy. Council indicated they had their questions answered be for the meeting and had no further questions.

MOTION BY ROBINSON SECOND BAUER ADOPTING RESOLUTION 2020-33 A RESOLUTION ADJUSTING THE TAX LEVY FOR BONDED INDEBTEDNESS.

Ayes: Feldman, Muehlbauer, Robinson, and Bauer.
Nays: None
Motion carried 4-0.

B. Preliminary Approval of Proposed 2020 Tax Levy, Collectible in 2021 and Setting Budget Hearing Date – Resolution 2020-34

Finance Director Darcy Mulvihill reported as per State Law the City is required to certify its preliminary 2021 Levy to the county by September 30, 2020. This levy cannot be increased when the final levy is adopted in December. The council also needs to set the date the budget and levy will be discussed in December allowing for public input. In the agenda memo the proposed tax rate for 2021 was listed at 50.548% since the time the packet was sent out Anoka County did give us a rate of 50.575%. Feldman said that is only a difference of .027%. Mulvihill stated the 2021 levy is proposed to increase to $4,234,590. This includes the General Operating Levy of $3,866,000 and a debt service levy of $368,590. This levy utilizes the city's increased market value amounts to keep the overall tax rate about the same as the rate in 2020. This means that a home valued the same in both years will pay the about the same amount in city taxes as last year. The 2020 tax rate was 50.543%. The total increase in the levy is $250,000 or 6.59%. The total levy has not changed from the August 10th Work session. This does include an increase of $186,000 for a future city hall/fire station debt service. The General Operating Levy is broken down to the General Fund, Capital Equipment, Building Improvements and Street Improvements. There has been $250,000 designated to Capital Equipment to fund projects listed in the CIP Plan for 2021-2025. The resolution also sets the date for the

Public Hearing on the 2021 Levy and Budget for Monday December 7, 2020 at 6:00 pm as part of the regular city council meeting VIA ZOOM.

Robinson stated good to see we are keeping things flat, concerned about the State finances. Not sure what will happen there.
Bauer said he had no questions, like we are keeping pretty flat.
Muehlbauer said he had nothing to add.
MOTION BY BAUER SECOND ROBINSON TO ADOPT RESOLUTION 2020-34 A RESOLUTION PROVIDING PRELIMINARY APPROVAL OF A PROPOSED 2021 TAX LEVY AND SETTING THE BUDGE PUBLIC HEARING DATE OF DECEMBER 7, 2020.

Ayes: Bauer, Robinson, Muehlbauer, and Feldman.
Nays: None
Motion carried 4-0.

C. Conditional Use Permit Revocation – Multiple Properties

Community Development Director Kate Thunstrom reported Conditional Use Permits (CUPs) are granted to residential property owners for home-based businesses or use. Over the years, the properties in which hold the permitted use have been sold, changed owners or existing owners are no longer operating the property for which the permit was granted. Staff reviewed the CUP files and identified several that are inactive. Property owners were given the opportunity to come forward and identify any reason(s) or concerns. The steps to revoke a CUP were as follows:

1. Notice in the newspaper 10 days prior to the public hearing: August 7, 2020
2. Direct notice to property owner, mailed August 5, 2020
3. Notice to surrounding properties within 350', mailed August 5, 2020
4. Public Hearing – August 19, 2020
5. Planning Commission recommends revocation of the above addresses – August 19, 2020

The revocation process is an important step as CUP permits run with the land until affirmatively revoked. The CUP's listed in the agenda report are being revoked due to lapse or non-conformity with the CUP Conditions. Planning Commission held a public hearing on the revocation of the Conditional Use Permit on the addresses listed. There were no comments received by any parties in response to the revocation of the CUP permits.
The council thanked Thunstrom for cleaning up some of the old files and noted it was very well spelled out in the agenda memo.
MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE REVOCATION OF THE CONDITIONAL USE PERMITS LISTED IN THE AGENDA REPORT.

Ayes: Feldman, Bauer, Robinson, and Muehlbauer.
Nays: None
Motion carried 4-0.

D. Conditional Use Permit Revocation – Lot 1, Block 1 Meadows of St. Francis 2nd Addition.

Thunstrom report Lot 1, Block 1 Meadows of St. Francis 2nd Addition, Parcel 06-33-24-11-0084 was awarded a Conditional Use Permit (CUP) to allow for an In-Patient Chemical Treatment Facility in June 2018. This property is also known as Meridian Behavioral Health.

In May of this year, Staff was notified that the project is not moving forward and that the current property owner was selling the parcel. The owner has directly identified the CUP will not be utilized. To revoke a CUP, the process must be initiated by Council or the Planning Commission. Council requested on July 20, 2020 that staff take the necessary steps to revoke the CUP. Planning Commission held a public hearing on the revocation on August 19, 2020. There were no property owners, representatives or residents that came forward with comment. Planning Commission recommended to Council the revocation of the conditional use permit. If another behavior health center was to purchase the land, they would be required to also obtain a Conditional Use Permit. By revoking the current permit, it releases the property from the existing conditions and a new project would create new conditions.

Council all agree with the revocation of the Conditional Use Permit for that parcel.
MOTION BY BAUER SECOND MUEHLBAUER TO REVOKE THE CONDITIONAL USE PERMIT ON LOT 1, BLOCK 1, MEADOWS OF ST. FRANCIS 2nd ADDITION.

Ayes: Robinson, Muehlbauer, Feldman, and Bauer.
Nays: None
Motion carried 4-0.

E. Fire Department Garage Floor Repair

Fire Chief Dave Schmidt said three quotes were received to epoxy coast and seal the east bay garage floors of the fire station. The east bay concrete has been failing for several years from salt, debris, and vehicle traffic. At this time the concrete in the east bay is at risk for a total failure if it is not addressed soon. The identified solution for a cost-effective repair is to apply an epoxied barrier coating to the floor. The three quotes were from:

- IGF Coatings $4,453.00
- Concrete Coating Solutions $7,500.00
- Distinctive Garage Floors $5,616.82

Council was interest in seeing the difference of the quotes but agreed it should get done and to go with the lowest bidder.
MOTION BY MUEHLBAUER SECOND ROBINSON GOING WITH THE LOWEST QUOTE FROM IGF COATINGS WITH AN AMOUNT NOT TO EXCEED $4,453.00 FOR REPAIRING THE FIRE DEPARTMENT EAST BAY GARAGE.

Ayes: Feldman, Muehlbauer, Robinson, and Bauer.
Nays: None
Motion carried 4-0.

F. Food Vendor – Bottle Shop Parking Lot

Mayor Feldman said this vendor came about through social media. I had put a post out there looking for food vendors and Mandy from CASA Rio contacted me. She was already booked on weekends so they will be at the bottle shop parking lot from 11 am-7 pm today, next Tuesday, September 15 from 11 am – 7 pm and Wednesday, September 16 from 3 pm – 7 pm. Next year we would like to expand support of the food vendors. Started with my contact and ended with staff.

Council agreed it was a great idea especially during these COVID times. Great for the residents. Feldman also asked to waive the food vendor fee as we did for the previous ones.

MOTION BY ROBINSON SECOND BAUER APPROVING THE FOOD VENDOR PERMIT FOR CASA RIO AND WAIVING THE FEE.

Ayes: Bauer, Muehlbauer, Robinson, and Feldman.
Nays: None
Motion carried 4-0.

10. **MEETING OPEN TO THE PUBLIC**

City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda. Hearing none the council continued.

11. **REPORTS**

A. Councilmember Reports -

Muehlbauer – said he didn't have much to report. Was copied on an email that staff has handled. It was about Riverbank Lane ditches and they also spoke with Craig (Jochum).

Bauer – hope the electronic billboard is up and running so we can get the food vendor dates and times on there.

Robinson – shout out to the police department and the call report they put on their Facebook page each week. Sat in on 90 minutes of the school board emergency meeting last Friday morning. He also asked Kate (Thunstrom) how the food vendor event went in Community Park the other weekend. Thunstrom said she was not able to attend but the feedback she heard, it was well received. Kohlmann stated he heard from the main food vendor and said it want really well and would like to come back again. Robinson asked about the used car places like the one that went into the old Marties, is that the same thing as what St. Francis Auto Parts is now? Thunstrom stated St. Francis Auto Part has a Conditional Use Permit and the car dealers are part of the CUP. Both businesses are quiet but up and running.

Feldman – as Robinson said at a previous meeting, people don't see how much time we put in behind the scenes. Feldman than asked the engineer where are we with the Riverbank Lane project. Jochum stated the contractor is seeding the ditches again. I believe this is the third time.

Feldman than asked Chief Schwieger how the hiring process was going. Schwieger stated all staff is involved in the process one way or another. Going well, we will be interviewing 14 on our first round of interviews.

Feldman asked Thunstrom and City Attorney Dave Schaps how the house on Rum River Blvd. is proceeding. Thunstrom stated there was a motion hearing last week and hoping to hear something this week.
Feldman stated in regards to the skid steer we have done yearly trade ins in the past, this time we are purchasing a track machine. Windingstad said in his memo with a track machine with an industrial brush hog the machine will be able to do more than with a wheel machine. $65,000 was budgeted, the cost savings of $25,866 was from the wide area mower along with a trade in value of the skid steer ($26,020) leave a balance of $13,114. We will keep this machine 3-5 years. The Caterpillar quote was higher but it comes with a premier warranty of an extra year or 1000 hours and the Bobcat did not. Feldman stated I believe if you take care of your equipment like our public works department does you can keep a machine longer.
Feldman said in regards to the Fiber Optics to the Bottle Shop. If you recall back the proposed amount as of October 31, 2018 was $45,976.00 to extend Fiber Optics. Now the quote from Telcom came in as $44,929.25 a difference of $1,046.75. the other quote received was only for the piping and no cable. Feldman just wants to make sure this is put in place with the understanding the Bottle Shop will be remodeled.
Feldman asked Thunstrom how the business CARES Act money is going. Thunstrom stated the city received 6 requests. The EDA will be meeting Monday, September 14 to address the request. Myself and Brenda Pavelich-Beck of the EDA did review the initial requests. We believe we should be able to get the 6 businesses their funding.
Feldman asked about the meeting with the Commissioner of MnDOT regarding Hwy 47. Kohlmann stated it is tabled indefinitely.
Feldman also asked about the IT service contract with Roseville. Kohlmann said once COVID hit we have not heard from them.
Feldman asked Thunstrom about the land acquisition. There is a chance Thunstrom said we could see a first draft this week or next.
Feldman said he is happy and pleased the school district stayed with a school resource officer, I see other school districts are getting rid of theirs.
In regards to projects, the curb should be put down in the Rivershores area this week and hoping to be mostly completed in 2-3 weeks.
Feldman briefly spoke a on the racetrack issue that has been a problem in the past and it seems like it may be an issue again.

B. Upcoming Events –
Sept 7 Labor Day –City Offices Closed
Sept 8(Tues) City Council Meeting 6:00 pm, Zoom meeting
Sept 16 Planning Comm. Meeting @ 7:00 pm
Sept 19 Recycling Event @ LePage & Sons 8 am-noon

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7:13 pm.

_____
Barbara I. Held, City Clerk

Alexandra House
Working to end domestic and sexual violence.

Phone: 763-780-2332
24-Hour Help Line/TTY: 763-780-2330
Fax: 763-780-9696
www.alexandrahouse.org

10065 – 3rd Street NE
Blaine, MN 55434

July 31, 2020

Steve Feldman, Mayor
City of St. Francis
23340 Cree St NW
St. Francis, MN 55070

Dear Mayor Steve Feldman,

Every year throughout the nation, October is recognized as Domestic Violence Awareness Month (DVAM). Counties and cities all over the United States take the opportunity to honor this month through an official proclamation. In choosing to proclaim October as DVAM locally, Anoka County recognizes the gravity of the problem and the importance of the ongoing work to create a violence-free community. St. Francis's proclamation will add to the chorus of voices insisting that women, men, and children all have a right to seek peace and safety in their lives.

Alexandra House is proud of its partnerships with all the communities throughout Anoka County. In this spirit, we will post all proclamations on our social media sites, tagging each respective city throughout October. The proclamations will be one component of the many initiatives we have planned for Domestic Violence Awareness Month.

As you may be aware, Alexandra House typically hosts its annual HopeFest event the last weekend of September, as our lead into **October, Domestic Violence Awareness Month**. The core principles of the event are to raise awareness about domestic and sexual violence, remember those we have lost, and honor the many survivors. After much deliberation, and in response to the COVID-19 pandemic, we have decided to cancel our annual HopeFest event, which was scheduled for **Saturday, September 26th**. The Alexandra House Board of Directors and staff collectively decided to cancel the event for 2020 in consideration of the difficulty of monitoring and enforcing social distancing requirements; and the health and safety of our community, volunteers, and vendor/exhibitors. It was a difficult decision as we recognize the community benefits that would be lost. However, we have created several initiatives for October that we hope will help us reach the same goal of HopeFest while keeping the health and safety of our community members in mind.

In its place, we are developing several initiatives that our community can participate in during October, Domestic Violence Awareness Month; such as:

- **Proclamation**
  - Declare October is Domestic Violence Awareness Month and invite an Alexandra House representative to speak at a City Council meeting (in person or virtually) during September or October. *(Sample proclamation is attached)*
- **#PurpleThursday** (Thursday, October 22nd)
  - Join Alexandra House in observing #PurpleThursday by wearing purple to show support and awareness of domestic violence. Take a photograph of those wearing purple and post it to your social media platforms with the hashtags #PurpleThursday and #DVAM and tag us @AlexHouseMN.
- **Ask Me Why I Wear Purple Initiative**
  - We challenge our community to join us in wearing purple and sharing with those who ask, WHY they wear purple. Alexandra House will have our 'Ask Me Why I Wear PURPLE' buttons available.
  - We also have our printable signage '**I/We Wear Purple**' available for download and printing on our website.

- **Domestic Violence Awareness Month Displays**
  - Place a display table with DVAM information and resources in common, high-traffic public spaces (courthouses, city halls, lobbies, community centers, etc.)
  - Place our '**Are You Safe**' posters in your employee break rooms, informational boards, and public/private restrooms.
- **Yard Sign Campaign**
  - Place our Domestic Violence Awareness yard signs in and around courthouses, city halls, community centers, libraries, police departments, etc.
    - Would St. Francis consider being a yard sign pickup site? If yes, please reach out to Amanda Fulk, Community Engagement Coordinator at afulk@alexandrahouse.org or 763-762-5318, to make arrangements.
- **Purple Lights Campaign**
  - During October, change or mask the color of your porch lights, building's exterior lights, and/or public spaces to the color purple, recognizing domestic violence awareness while creating striking imagery.
  - Put out a social media posting, press release, and/or newsletter article about WHY you are illuminating your space in purple.
- **Social Media**
  - Share Alexandra House's social media posts about Domestic Violence and Domestic Violence Awareness Month on your social media platforms. We are on Facebook, Twitter, and Instagram.

More information on these initiatives is available on our website at https://www.alexandrahouse.org/get-involved/events/domestic-violence-awareness-month/. Please contact Tina Bronson, Communications Marketing Director, at 763-656-1363 or tbronson@alexandrahouse.org if you have any questions regarding our proclamation request.

Thank you for your consideration and support of this vital cause.

Sincerely,

Connie Moore

Connie Moore
Executive Director

Enclosure
Cc: Barb Held, Joe Kohlmann

CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

RESOLUTION 2020-35

A RESOLUTION PROCLAIMING OCTOBER AS
DOMESTIC VIOLENCE AWARENESS MONTH

WHEREAS, the community problem of domestic violence has become a critical public health and welfare concern in Anoka County; and

WHEREAS, domestic violence is a crime, the commission of which will not be tolerated in Anoka County and perpetrators of said crime are subject to prosecution and conviction in accordance with the law; and

WHEREAS, over thousands of women and children have and will continue to access assistance from Alexandra House, Inc., a domestic violence service provider; and

WHEREAS, domestic violence will be eliminated through community partnerships of concerned individuals and organizations working together to prevent abuse while at the same time effecting social and legal change; and

WHEREAS, October is ***National Domestic Violence Awareness Month***; and

WHEREAS, during ***National Domestic Violence Awareness Month***, Anoka County organizations will inform area residents about domestic violence, its prevalence, consequences and what we, as a concerned community can do to eliminate its existence.

NOW, THEREFORE, BE IT RESOLVED AND KNOWN TO ALL that the City of St. Francis proclaims October to be Domestic Violence Awareness Month on this 21st day of September 2020.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21st DAY OF SEPTEMBER 2020.

APPROVED:

ATTEST:

_____
Steven D. Feldman, Mayor of St. Francis

_____
Barbara I. Held, City Clerk

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
4 C

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Siwek Park – Phase I Archaeological Survey
DATE: September 21, 2020

OVERVIEW

The City received grant funds in the amount of $245,000 from the State of MN for the construction and development of Siwek Park located in the Rivers Edge Development. As this grant award continues to be reviewed by the National Park System, one requirement of the State of MN Historical Society was that the City complete a Phase I Archaeological Survey prior to construction. This survey includes assessment and research of the location including soil review. As the City is hopeful to begin construction next year, it would be beneficial to complete the survey before winter sets in.

Staff worked with two agencies to obtain pricing on a survey. Names of the consultants were provided by the State Historic Office (SHPO).
Pricing received was as follows:

Search, Inc. $11,000
Nienow Cultural Consultants $6,800

ITEMS TO BE DISCUSSED:

Staff requests that Council approve Nienow Cultural Consultants at the price of $6,800 to provide the Phase I Archaeological Survey.

ATTACHMENTS:

Search, Inc. Proposal
Nienow Cultural Consultants (NCC) Proposal

September 4, 2020

Kate Thunstrom, City of St. Francis Community Development Director
St. Francis City Hall
23340 Cree Street NW
St. Francis, MN 55070
kate.thunstrom@stfrancismn.org

RE: Proposal for a Phase I Archaeological Survey of the Proposed Siwek Park in St. Francis, Anoka County, Minnesota

Dear Ms. Thunstrom,

SEARCH is pleased to provide this proposal to perform a Phase I archaeological survey of a six-acre parcel at the proposed location for Siwek Park in St. Francis, Anoka County, Minnesota. According to your email dated 24 August 2020, the project area is located south of 237th Street NW and west of Quay Street NW. The project will be conducted by professional archaeologists meeting the qualifications established in the Secretary of the Interior's *Standards and Guidelines* (48 FR 44716). The investigation includes two required tasks (Tasks 1 and 2) based on the requirements outlined in the *Minnesota Office of the State Archaeologist* (OSA) *Archaeological Manual* and one optional task (Task 3).

For this project, SEARCH anticipates providing the following services:

1) A Literature Search to assess the potential for the presence of archaeological remains and includes the following:
    a. Cultural resource assessment summarizing previously recorded sites and surveys in/near the project area;
    b. A review of the history and prehistory of the region to assess site potential;
    c. Historic map review to determine previous land use; and
    d. A summary report.

The lump sum fee for Task 1 is **$2,500.00**.

2) A Phase Ia archaeological survey is designed to determine if archaeological sites within the project area will be impacted by development and includes the following:
    a. A Research Design that describes objectives and methodologies as informed by the Literature Search;
    b. Reconnaissance field investigation including examination and photo recordation of field conditions, pedestrian surface survey, and judgmental shovel test excavation; and,
    c. A summary report.

The lump sum fee for Task 2 is **$8,500.00**

Upon review of Tasks 1 and 2, MN SHPO may request that the project receive a full Phase I archaeological survey (optional Task 3). The requirements are listed below based on the *MN OSA Archaeological Manual*. If Task 3 is requested by MN SHPO, SEARCH will prepare a separate fee for the task.

3) A full Phase I archaeological survey includes the following:
    a. Systematic shovel test excavation at 15-m intervals;
    b. Delineated site boundaries, if appropriate;
    c. Assessment of site eligibility for listing in the National Register of Historic Places, if appropriate;
    d. MN archaeological site forms for new and revisited archaeological sites, as needed; and
    e. Draft and Final Reports for submittal to MN SHPO.

The pricing is based upon the following assumptions:

1) No history/architecture properties are located within the project area;
2) For the Phase Ia archaeological survey, no more than 10 shovel tests will be excavated;
3) For the pedestrian surface survey, transects will be 5-m wide;
4) Description of the proposed project and a list of required permits and licenses for the proposed project will be provided to SEARCH by the client;
5) No mitigation work is required; and
6) Artifacts collected, to be curated at the MN Historical Society, will not exceed one cubic meter.

If you accept this proposal, please complete the section below and email a copy to me. Or, if this proposal does not meet your project goals, please let me know and I will be happy to make the necessary revisions or provide additional information.

On behalf of the SEARCH team, we appreciate this opportunity to work with you.

Sincerely,

Matthew J Piscitelli

Matthew Piscitelli, PhD, RPA
Principal Investigator
matthew.piscitelli@searchinc.com
203-687-7725

Accepted by Client:

Signature: _____

Name: _____

Title, Firm: _____

Date: _____

Nienow Cultural Consultants
200 Plato Blvd. East
St. Paul, MN 55107

August 31, 2020

Kate Thunstrom
Community Development Director
SFEDA Executive Director
23340 Cree Street NW
St. Francis, MN 55070

RE: Quote for Phase I Archaeological Survey at Siwek Park, St. Francis Minnesota.

Dear Ms. Thurnstrom:

Thank you for the opportunity to provide a quote for the August 27, 2020 Archaeological Survey Scope of Work related to Siwek Park. The address for this project is 3550 237th Lane NW, St. Francis, Anoka County, MN (Figure 1). The City of St. Francis has been awarded a federal Land and Water Conservation Fund Grant for the development of Siwek Park. The proposed undertaking will include the construction of a playground area, a shade structure, an ADA accessible loop trail, a basketball court, a gaga ball pit, a multi-use field, a parking lot, installation of lighting, and site furniture. The grant program is administered by the National Park Service who has delegated its Section 106 initiation processes to the Minnesota Department of Natural Resources. Based on the recommendations of the Minnesota State Historic Preservation Office (SHPO) an archaeology survey should take place on the parcel.

NCC specializes in these types of archaeological projects and is an excellent match for the project you need completed. Our Principal Investigator has over 25 years of archaeological experience in the Upper Midwest. NCC is committed to working with you throughout your project, tailoring our work to fit your needs and schedule. We also have a solid track record of working with park and development departments including the Minneapolis Park and Recreation Board and Sherburne County Parks and Recreation.

Qualifications

Nienow Cultural Consultants is a sole proprietor, LLC operating throughout Minnesota and the Upper Midwest. The company is led by Jeremy Nienow, PhD., RPA who is a passionate cultural resource preservation consultant and educator. He is a registered, professional archaeologist with over 25 years of experience throughout the Midwest and has met the Secretary of Interior's standards for both prehistoric and historical archaeology for more than a decade. He is well known in the historical society and archaeological communities; serving in all aspects including board service, fieldwork, public speaking, and scholarly publication. He currently is the President of the Council for Minnesota Archaeology. A copy of Dr. Nienow's curriculum vitae has been included with this quote. Beyond Dr. Nienow, any additional fieldwork will be completed by a competent set of subconsultants. A short list of some of these sub-consultants, as well as brief bios, is included with this document.

Meetings and Project Management

Once NCC is approved to begin project work, we are available to drive to the site and meet with you to have a pre-work session if desired. Once completed we would then proceed with the project. All aspects of the project, from initial consultation to field work and reporting will be personally completed by Jeremy L. Nienow, PhD., RPA with help from a dedicated team of sub-consultants.

Additional Research and Literature Review

Ahead of survey, a standard archaeological literature review will be completed, with emphasis on potential archaeological sites. Research for this will include visiting the Office of the State Archaeologist (OSA) as well as SHPO and documenting known sites within two miles of the project area. Please note these offices are currently closed to the public due to Covid-19 protocols. If this is the case after the project is awarded, we will complete all possible digital requests with both agencies as a good faith effort.

Archaeological Permitting and Methodology

All fieldwork will be conducted according to the guidelines set forth in the SHPO and OSA manuals for archaeological projects in Minnesota. As this is on public lands, a Phase I Archaeological License from the Minnesota Office of the State Archaeologist is required. Dr. Nienow has a current 2020 Phase I Archaeological license and is on the recommended list provided by the SHPO. The entirety of the park project area will first be walked. Once this is completed, shovel testing will be completed at 15m intervals on non-sloping areas in locations determined by the field team. Shovel tests will be excavated to cultural sterile soils or water table, and be completely documented, including photography and GPS.

State Level Documentation

Should archaeological materials be recovered, a site form will be completed with the OSA documenting the extent and nature of archaeological materials present. Furthermore, if materials are encountered, we will give recommendations for next steps and will be happy to help you along the way.

Archaeological Reporting and Presentation

An archaeological report detailing the overall project, methodology, appropriate contexts, and results will be prepared once field, lab, and site form preparation are completed if any archaeological sites are recorded within the project area. Furthermore, NCC will produce a digital copy of the report and include copies of all field notes, photographs, site forms, and any additional documentation on a standard jump drive if desired, or simply emailed to you. If no sites are found, a letter report will be produced.

Artifact Accessioning

As this project is taking place on public lands, any qualifying artifacts relating to a recorded archaeological site, must be curated with a qualified repository. NCC does have a 2020 curation agreement with the Minnesota Historical Society. Costs for this are estimated at $500.00 (per site location) and would be assessed only if curation with the Historical Society is warranted.

Estimate of Fees

1. Detailed Archaeological Research..... $800.00
2. Archaeological Fieldwork (shovel testing, photography, GPS).....$3,400.00
3. Estimated Processing, Site form and Report Preparation.....$2,600.00

Subtotal of Estimated Fees $6,800.00

This estimation of fees is an hourly not-to-exceed fixed price for the scope of work described in the proposal. Any additional services you may request will be charged at our regular hourly rate of $80.00 per hour (Principal Investigator) and $40.00 per hour (per field technician), unless negotiated at the time of service request.

This bid proposal is for Phase I services only and is based on conversations and information provided through August 28, 2020. It does not include Phase II evaluation of identified cultural resources. If cultural resources are found, we will be happy to provide a Phase II bid.

This bid is based on current project conditions. Nienow Cultural Consultants LLC could begin literature review research as soon as the notice to proceed and fieldwork as early as the week of September 1. We anticipate a completion date of September 30 (or 15 business days from survey completion) for full deliverable completion with report; assuming successful contract, weather, and field work proceeds in a timely fashion.

Additional Considerations and Payment Requirements

Finally, it should be noted NCC carries professional liability insurance and NCC and its subconsultants also carry limited liability insurance. We do not use vehicles during our survey work (only personal vehicles to drive to the site location) and all individuals involved are sub-consultants. Furthermore, if archaeological materials are collected, there will be a one-time charge of $500.00 per site to curate these materials.

Sincerely,

Jeremy L. Nienow, PhD.,
RPA Owner and Principal Investigator
Nienow Cultural Consultants LLC
Attachments: Figure of Project Area, List of References, Nienow CV, Team Promo Sheet.

NOTICE TO PROCEED

Printed Name	Signature	Date

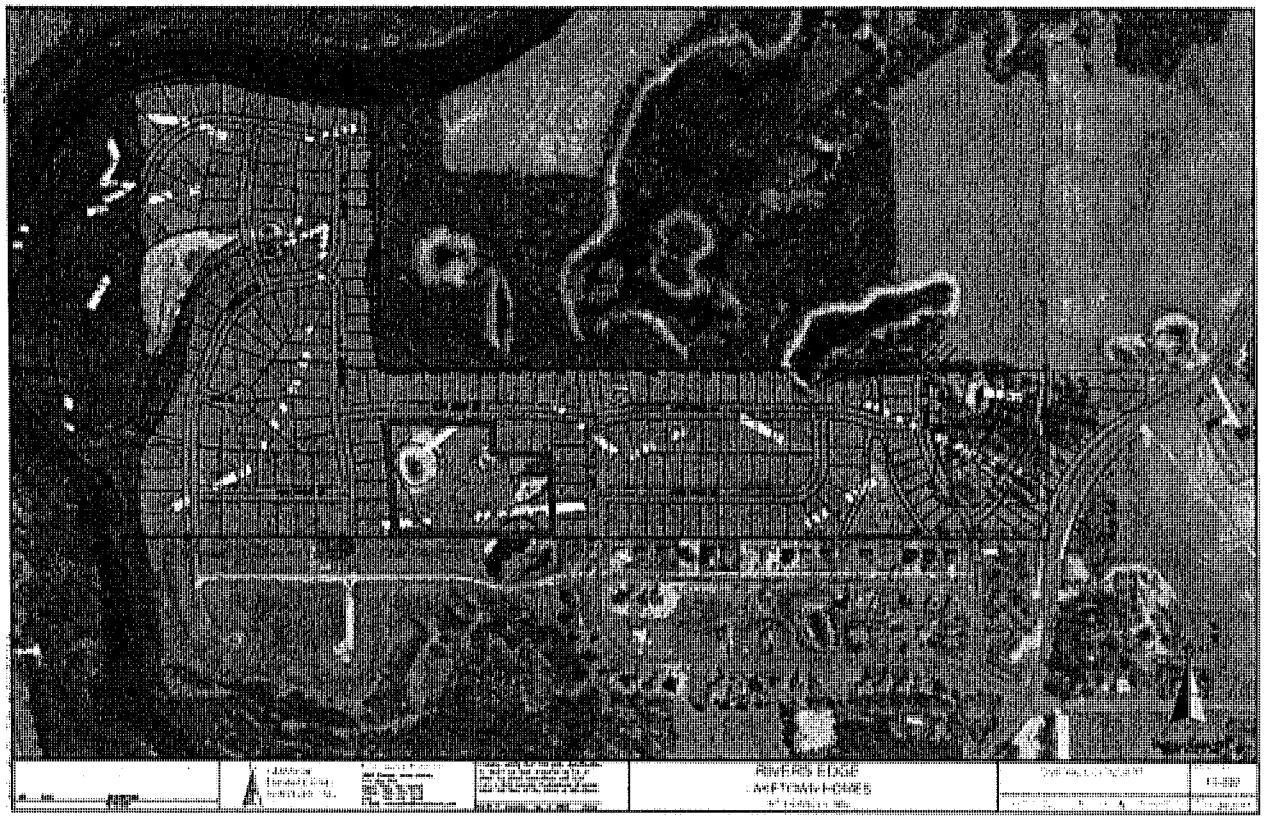


Figure 1: Proposed Siwek Park Location (outlined in red), Using Image Provide by Client.

List of References

NCC works throughout the year with a variety of clients including private and public entities completing EAW, EIS, Army Corps of Engineers Permits, and MN Legacy Grants. One of NCC's more recent clients is Sherburne County. NCC has worked to complete large Phase Ia and Phase Ib projects for them including projects right along the Mississippi River as well near Becker.

Gina Hugo
Parks Coordinator
Sherburne County Parks and Recreation
13880 Business Center Drive NW, Ste. 100
Elk River, MN 55330
763-765-3308
Gina.Hugo@co.sherburne.mn.us

NCC also completes large-scale Phase Ia Archaeological Literature Reviews as well as comprehensive Phase I, II, and III projects for large-scale developments which often occur on previously developed, historic, properties. We have consistently worked with Hess, Roise and Company over the past several years on these types of projects for the Federal Reserve Bank, Dominium Management Group, and the Minneapolis Park Board.

Elizabeth Gales
Architectual Historian
Hess, Roise and Company
100 N 1st Street
Minneapolis, MN 55401
612-338-1987
roise@hessroise.com

One of NCC's largest single clients is the Minnesota Historical Society. NCC works to complete Phase I, II, and III work on MNHS sites throughout Minnesota including Historic Fort Snelling, Historic Forestville, the Harkin Store, Lindberg House, and other areas.

Jennifer Rankin
Head of Archaeology
Minnesota Historical Society
345 Kellogg Blvd West
St. Paul, MN 55102
651-725-2410
Jennifer.rankin@mnhs.org

Key Project Personnel

Nienow Cultural Consultants, LLC has a key sub-consultant team with the ability to consistently perform in any number of archaeological contexts and environments. Although projects are often crafted with only a small team doing the work, NCC has the ability to bring their entire team to assist in research and subsequent fieldwork as needed. This is the best of all worlds with Dr. Nienow the Principal Investigator backed by a diverse team. We are confident we will complete a high-quality investigation within the project's budget. We are excited to offer a team with local expertise and connections needed to begin this project as soon as it is awarded.

Jeremy L. Nienow, Ph.D., RPA

Owner, Nienow Cultural Consultants, LLC.
Principal Investigator

Dr. Nienow will serve as the project's Principal Investigator. He is an expert in conducting prehistoric and historical archaeology projects, clear presentation to public audiences, and excellent team leadership.

Jeremy Nienow is a passionate cultural resource preservation liaison, consultant and educator, actively pursuing new synergies, technologies, and projects within local county organizations, higher education, and the professional heritage preservation community. As an educator Dr. Nienow taught for a decade at public and private higher education institutions throughout the Twin Cities. He established an anthropology department and program, led program review, and effectively communicated within all levels of the institution.

As a registered, professional archaeologist he has 25 years experience in cultural resource management throughout the Midwest and Mid-Atlantic, and consults as a licensed historic and prehistoric archaeological Principal Investigator. He owns and operates Nienow Cultural Consultants, LLC and is well known in both the historical society and archaeological communities; actively serving in all aspects of the professions including board service, conference organization, public speaking, and scholarly publication. Jeremy enjoys blurring the lines between educator and professional archaeologist. He is currently the President of the Council for Minnesota Archaeology.

Currently Dr. Nienow's archaeological research has been focused on Historic Fort Snelling's Lower and Upper Posts. He successfully lead NCCs team in two years of investigations related to planning for MNHS' new interpretive center including 34 excavation units and more than 100 shovel tests. On the western side of the metro, he has led cultural resource investigation efforts into late 19th-century tourism on Lake Waconia including the complex Phase I and II investigations of the historic Coney Island of the West, a multi-component large resort island operating throughout the 19th and early 20th centuries. In the eastern metro, his work has centered on public-led archaeological survey of the smaller lakes interspersed throughout northern Ramsey County with an interesting series of prehistoric occupations.

Fred Sutherland, Ph.D., RPA

Owner, Sutherland Relics and Rust LLC
Historic / Industrial / Metal Specialist

Dr. Sutherland will serve as a primary researcher and content expert. His diverse background is perfect for identifying the intact resources for this project.

Dr. Fred Sutherland is devoted to exploring new ways we can engage with our shared cultural legacies. As a registered, professional archaeologist with over 15 years experience in our discipline, Fred has led teams in archaeological research, fieldwork, and laboratory analysis. He helped to found the Great Northern chapter of the Society for Industrial Archaeology and is the secretary to the Council for Minnesota Archaeology. Dr. Sutherland's doctoral research involved leading a team of residents from a former Minnesota iron-mining district to document over 450 historic properties and sites. His master's degree research helped a state park by documenting an 1840s iron smelting furnace complex, recommending conservation priorities, and suggesting better site interpretation methods.

As an educator, Fred has integrated his love of archaeology within K-12th grade lessons, community-college programs as a professor, and in his role as lifelong-learning lecturer. He has collaborated on production of blogs, multi-media presentations, and orientation videos for historic sites. Fred also had the pleasure of engaging with the public in the roles of 1820s soldier, cook, and blacksmith at Historic Fort

Snelling for five years, including work in their archaeology summer camp program.

Currently, he is exploring involvement in several types of cultural heritage work including artifact conservation on collections used for local history education and finalizing an orientation video so it can be viewed from a visitor's center and remotely through online devices. He used his knowledge of Fort Snelling history and interpretation to focus artifact analysis for 2018 lower post excavation on military uniform accoutrements and ammunition.

Laura Koski, MSc., RPA

Owner, Zooarchaeo Consulting LLC
Faunal / GIS Specialist

Ms. Koski will be serving as technical project oversight and create the GIS maps and database information this project will need in order to complete the deliverable to the client.

Ms. Koski has over eight years' experience in the field of archaeology as a field archaeologist, researcher, report technical writer and faunal analyst, and four years as a cultural resources GIS Specialist. Her career spans both the academic and CRM focuses in archaeology giving her a diverse background in site identification, survey, excavation, and analysis of both historic and prehistoric sites and cultural materials.

Her training in Geographic Information Systems has also provided her with a unique skill set in predictive archaeological modeling, mapping of cultural resources, and geodatabase management. Her training in the Transylvania Bioarchaeology field school through Durham University has also provided her with the knowledge and skill set required to identify, excavate, clean and conduct a basic analysis of human remains. Additionally, her studies in the University of York Zooarchaeology MSc program have provided her with further tools for in-depth archaeological faunal analysis and general archaeological projects.

Ms. Koski's largest current client is the Minnesota Historical Society (MNHS). MNHS has realized their need to create a large-scale, detailed GIS database of their flagship site, Historic Fort Snelling. The fort is the largest and longest excavated site in Minnesota History spanning 50 years of projects. Laura's work has produced a planning tool MNHS can now use to better understand the totality of this work, where future efforts should be focused, and how this data can be used to better inform the public.

Nienow Cultural Consultants
200 East Plato Blvd.
St. Paul, MN 55107
651.295.3744

NCC is a one stop shop for archaeological / cultural resources services.

Nienow Cultural Consultants provides archaeological services exclusively within the Upper Midwest with a focus on historical and industrial settings. We provide all levels of consultation from Phase Ia Literature Reviews to Phase IV Salvage projects with an emphasis on survey and evaluation. We also complete site documentation, curation, and GIS at all levels and effectively communicate with clients, stakeholders, and regulatory agencies to bring everyone to the table and speak a shared language.

NCC has a talented team of consultants who work together to work for you.

Nienow Cultural Consultants is a sole proprietor, LLC led by Jeremy Nienow, PhD., RPA. Dr. Nienow is a passionate cultural resource preservation consultant and educator. He is a registered, professional archaeologist with over 25 years of experience and has met the Secretary of Interior's standards for both prehistoric and historical archaeology for more nearly two decades. He is well known in the historical society and archaeological communities doing board service, fieldwork, public speaking, and scholarly publication. He currently is the President of the Council for Minnesota Archaeology. Beyond Dr. Nienow, NCC contracts with a talented team of subconsultants with geographical, industrial, chemical, faunal, and tribal backgrounds; the majority with advanced degrees and well respected in their own subfields.

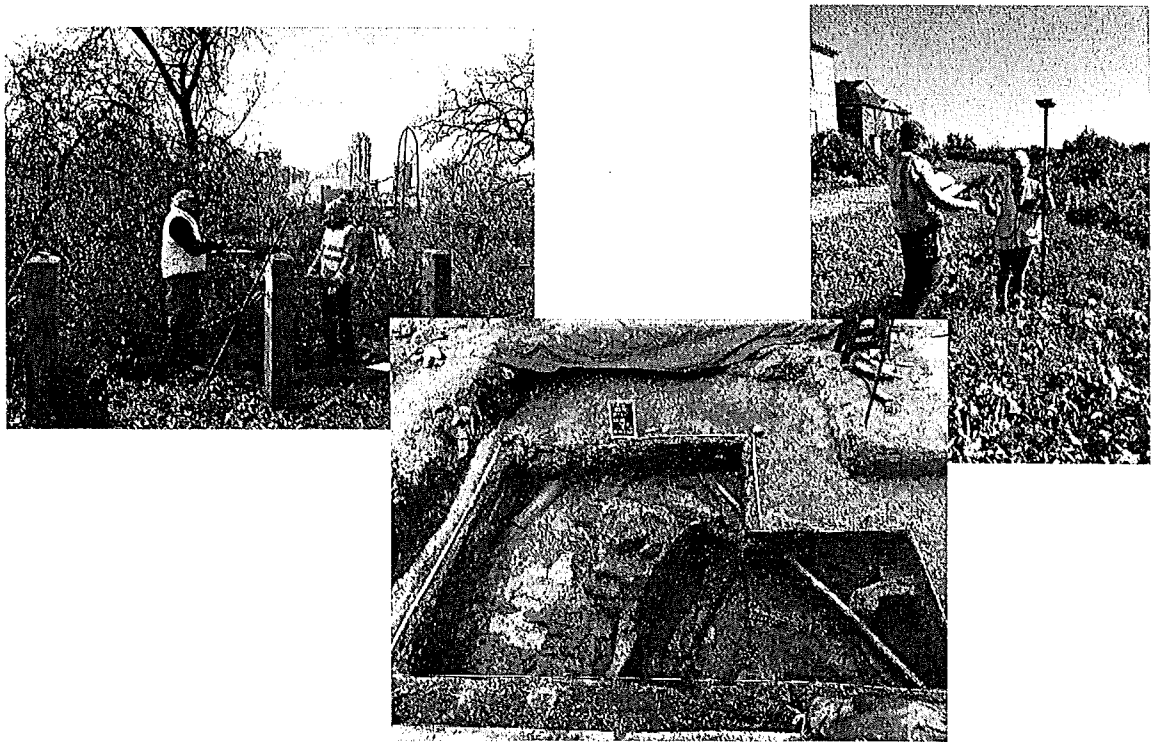
NCC's clients span the public, private, and education spheres.

Nienow Cultural Consultants has built up a strong client base which includes the Minnesota Historical Society and several county historical societies; city and county park and recreation departments including Sherburne County and Minneapolis Parks and Recreation Board; private developers across the state such as Dominium; and federal agencies including the National Park Service and the Federal Reserve Bank. These have all lead to networked relationships with environmental, architectural, and construction companies throughout Minnesota including Hess, Roise and Company.

NCC has worked on a wide variety of projects similar to yours.

Nienow Cultural Consultants has focused on historical and industrial projects within the Upper Midwest from the regions' earliest fur-trade and frontier forts, to Minnesota milling and mining heyday, and beyond. Examples of recent reports include:

- *Archaeological Summary of Previously Conducted Fieldwork at the North Star Lumber Mill with Georeferenced Resource Overlays.*
- *Archaeological Phase Ia Literature Review and Predictive Model Data, City of Edina, Hennepin County, Minnesota.*
- *Archaeological Potential and Recommended Due Diligence for Two Additional Areas Related to the Rehabilitation of Bridge 2796 (Tenth Avenue Bridge), 10th Avenue over the Mississippi River Minneapolis, Hennepin County.*
- *Phase Ia Archaeological Literature Review, Washington Avenue and Portland Avenue Block, Minneapolis, Hennepin County, Minnesota.*
- *Phase I Archaeological Survey for Historic Forestville Exterior Building Preservation/Rehabilitation Project.*
- *Phase I Archaeological Survey of the Granite Falls World War Memorial Park Infrastructure Improvement Project.*
- *Archaeological Identification of Potential Cultural Resources, Heritage Landing Parking Ramp, Federal Reserve Bank, Minneapolis, Minnesota.*
- *Archaeological Excavation near Buildings 17 and 18 21HE199, Historic Fort Snelling, Hennepin County, Minnesota.*
- *Archaeological Evaluation for the MNHS Revitalization Project at 21HE99, Historic Fort Snelling, Hennepin County, Minnesota.*
- *Additional Archaeological Identification and Evaluation for the Upper Post Flats Development at 21HE99, Fort Snelling Upper Post, Hennepin County, Minnesota.*



JEREMY L. NIENOW, PhD, RPA Condensed CV – Full CV available upon request
Owner, Nienow Cultural Consultants LLC
Licensed State Archaeological Principal Investigator
200 Plato Blvd East. St.Paul, MN 55107 651-295-3744 *Jeremy.Nienow@gmail.com*

EDUCATION

Doctorate of Philosophy, Department of Anthropology, University of Minnesota (2007)
Focus: Frontier settlement and abandonment, community development in historic perspective, Institutional diversity.

Masters of Arts, Department of Anthropology, College of William and Mary, Virginia (2001)
Focus: Historical Archaeology Specialization, class formation, symbolism and documentary archaeology.

Bachelor of Arts, Department of Anthropology, University of Wisconsin, La Crosse (1997)
Highest Honors Majors in Archaeological Studies and History.

TEACHING AND MANAGEMENT EXPERIENCE (last 10 years)

2014 to Current *Owner and Principal Investigator*, Nienow Cultural Consultants LLC. Work with a variety of clients including individual members of the public, archaeological contractors, historical societies and other state agencies to provide cultural consulting. Primary partners include: Minnesota Historical Society, Shoreview Historical Society, Hess, Roise and Company, Duluth Archaeological Consulting, Metro Area Historical Society Collaborative.

2015 to 2016 *Archaeological Liaison*, Metro Area Historical Society Collaborative. Hired consultant charged with producing for each of the four members: archaeological history and sites document; collections document, public programming, grant templates, collections research recommendations; presentation at Minnesota Association of Museums.

2011 to 2014 *Full-time Unlimited Faculty*, Inver Hills Community College, Anthropology Department Coordinator.

2010 *Adjunct Faculty*, MCTC and IHCC, Anthropology Departments.

2009 *Adjunct Faculty*, MCTC and IHCC, Anthropology Departments.
Adjunct Faculty, College of Visual Arts (CVA), Social Sciences Division.
Adjunct Faculty, Hamline University, Anthropology Department.

PROFESSIONAL AND RESEARCH EXPERIENCE (Last 10 years)

2017 *Conference Organizer and Committee Co-Chair*, Council for Minnesota Archaeology. "Current Research, Methods, and Reports" February 24th and 25th, 2017, Hamline University.

2015 *Conference Organizer and Committee Member*. 11th Annual Midwest Historical Archaeology Conference. October 9-10, 2015, Minneapolis Minnesota.

2013 *Conference Organizer and Committee Co-Chair*, Council for Minnesota Archaeology. "Our Cultural Legacy: Current Research, Methods, and Reports" February 8-9, 2013, Inver Hills Community College, Minnesota.

2011 *Conference Organizer and Committee Co-Chair*, Council for Minnesota Archaeology. "Farmsteads, Factories, Forts and Frontiers" February 18-19, 2011, Inver Hills Community College, Minnesota.

2009 *Conference Organizer and Committee Co-Chair*, Council for Minnesota Archaeology. "Archaeology: Professionals and Stakeholders" February 7-8, 2009, St. Cloud State University, Minnesota.

PRESENTATIONS AND PUBLIC EDUCATION (last 6 years)

2019 *Non-Academic Careers in Anthropology*. University of Minnesota.
Public Archaeology Opportunities in Dakota, Ramsey, and Scott Counties. Metro Area Historical Society Collaborative.

2018 *Careers in Archaeology*. Field Middle School.
Current Research at Fort Snelling. Wellington Senior Living Learning Program.
412 Goodrich Archaeology. Historic Saint Paul.

2017 *In Search of Alpha Sites in Ramsey County.* Ramsey County Historical Society.

2016 *Archaeological Survey of Coney Island of the West.* Carver County Historical Society.
Phase I Survey of Vadnais Lake. Shorewood Area Historical Society.
Life in Minnesota Before Europeans. Northern Exposure to Lifelong Learning.
Archaeology at the Carlson Lime Kiln. US Army Corps of Engineers

2016 LeDuc Archaeology Day Camp Coordinator with several programs.
Scott County Historical Society Monthly Young Archaeologists program.

2015 *Hands-on Archaeology Methods Evening Program.* Scott County Historical Society.
Friday 55 Program: Archaeology. Gibbs Farm, Ramsey County Historical Society.
LeDuc Day Camp: Typology Activity. LeDuc Historic Estate, Dakota County Historical Society.
Fish Creek Preserve Archaeology Survey. Maplewood Area Historical Society.
South Valley Park Archaeological Survey. Dakota County Historical Society.
NLONG Archaeological Survey. NLONG / Ramsey County Historical Society.
Gibbs Farm Kids Archaeology Camp. Gibbs Farm, Ramsey County Historical Society.
Linwood Family Fun Fest Archaeology Program. Anoka County Historical Society.
Artifact Identification Program. Scott County Historical Society.
Early Views on Native Americas. Scott County Historical Society.
Building Archaeological Typologies. Anoka County Library Program.

PUBLICATIONS, PAPERS & RELATED MANUSCRIPTS

2014 Changing Narratives at 47TR30 "Perrot's Post". *Wisconsin Archaeologist.* Vol. 95(2): 158-165.

2011 To Weigh and Consider: A Look at the Forestville Scale House. *Minnesota Archaeologist* Vol. 69.

2008 Doing Historic Research with Mid-19th Century Frontier Newspapers: a case study. *Minnesota Archaeologist*, Vol. 67.

2004 Middle and Late Woodland Ceramic Analysis from 21HE210 and 21HE211, the Halsted Bay Peninsula on Lake Minnetonka, Minnesota. *Minnesota Archaeologist*, Vol. 63 pgs. 29-42.
Miners and Miters: Evidence of Frontier Adaptive Cultural Expression at 13DB734, A Mid-Nineteenth Century Homestead. *Journal of the Iowa Archaeological Society*, Vol. 51 pgs. 33-42.

1995 A Compilation of Oneota Radiocarbon Dates as of 1995. *Oneota Archaeology, Past, Present, and Future.* Edited by William Green (contributing author). Report 20, Office of Iowa State Archaeologist, Iowa City.

EXCERPT TECHNICAL & RELATED REPORTS where I am Primary Author (Last 5 Years)

2019 *Archaeological Summary of Previously Conducted Fieldwork at 21H195 with Georeferenced Overlays.* Prepared for Federal Reserve Bank.
Archaeological Identification of Potential Cultural Resources Heritage Landing Parking Ramp Federal Reserve Bank, Minneapolis, Minnesota. Prepared for Federal Reserve Bank.
Additional Archaeological Identification and Evaluation for the Upper Post Flats Development at 21HE99, Fort Snelling Upper Post Hennepin County, Minnesota. Prepared for Dominium Development.
Archaeological Excavation near Buildings 17 and 18 21HE99 Historic Fort Snelling Hennepin County, Minnesota. Prepared for the Minnesota Historical Society.
Additional Material Culture Analysis, 21TR86 Historic School District #44 School House Taylor Township, Traverse County, Minnesota. Prepared for Taylor Township.
Phase I Archaeological Survey Bridgeview Park Reserve Sherburne County, Minnesota. Prepared for Sherburn County.
Phase IA Archaeological Literature Review Father Hennepin Bluff Park Minneapolis, Hennepin County, Minnesota. Prepared for Minneapolis Parks and Recreation Board.
Phase I Archaeological Survey Father Hennepin Bluff Park Minneapolis, Hennepin County, Minnesota. Prepared for Minneapolis Parks and Recreation Board.
Archaeological Phase IA Literature Review and Predictive Model Data City of Edina, Hennepin County, Minnesota. Prepared for City of Edina Heritage Preservation Committee.

2018 *Final Fall 2018 Archaeological Survey for Greenbriar Hills Development Project.* Prepared for TSM Greenbriar LLC.
Archaeological Survey 21HE99 Fort Snelling Upper Post Hennepin County, Minnesota. Prepared for Hess, Roise and Company.
Additional 2018 Archaeological Survey and Excavation 21HE99 Fort Snelling @ Bdote Hennepin County, Minnesota. Prepared for the Minnesota Historical Society.

Archaeological Survey and Excavation 21HE99 Fort Snelling @ Bdote Hennepin County, Minnesota. Prepared for the Minnesota Historical Society.
Phase I Archaeological Survey Fieldstone Passage Residential Development Wright County, Minnesota. Prepared for Montgomery Farms.
Phase II Archaeological Investigations at 21RA77 on Vadnais Lake Ramsey County, Minnesota. Prepared for Shoreview Historical Society.
Continued Excavations at 47TR86 Historic School District #44 School House, Taylor Township, Traverse County, Minnesota. Prepared for Taylor Township.

2017 *Phase II Prehistoric Archaeological Evaluation of the Coney Island of the West (Site 21CR0164) Waconia, Carver County, Minnesota.* Prepared for Carver County Parks.
Phase II Historic Evaluation of the Coney Island of the West National Register of Historic Places Listing, Waconia, Carver County, Minnesota. Prepared for Carver County Parks.
Phase II Historic Monitoring at the Carlson Kiln (21GD297), Red Wing, Minnesota. Prepared for MacDonald & Mack Architects.
Phase I Archaeological Survey Rum River High Meadows Re-Meander Isanti County, Minnesota. Prepared for Isanti County Soil and Water Conservation District.
Phase I Archaeological Survey Waterford Landing Development Carver County, Minnesota. Prepared for Casco Ventures.
Phase I Archaeological Survey Bituminous Roadways Development Anoka County, Minnesota. Prepared for Bituminous Roadways.

2016 *Phase II Archaeological Evaluation of 21OT204, The Daniel Happel Site, Otter Tail County, Minnesota.* Prepared for Blondo Consulting LLC.
Continued Archaeological Investigations at 21MO120, The Lindbergh Farm, Morrison County, Minnesota. Prepared for Minnesota Historical Society.
2016 Phase I Archaeological Reconnaissance of Vadnais Lake, Ramsey County, Minnesota. Prepared for North Lake Odwasso Neighborhood Group.
A Phase I Cultural Resource Assessment of the Proposed Lake Waconia Regional Park, Coney Island of the West, Waconia, Carver County, Minnesota. Prepared for Carver County Parks and Recreation.
Phase I Survey and Phase II Evaluation at Nissila Cabin, 21SL1000. Prepared for Minnesota Power.

2015 *Archaeological Reconnaissance of the Cordes Family Farmstead, 21DK102 South Valley Park, Inver Grove Heights, MN.* Prepared for Dakota County Historical Society
Additional Archaeological Investigations at 21RA54 (CoPar II) within the Fish Creek Nature Preserve Maplewood, Ramsey County, Minnesota. Prepared for RCHS and City of Maplewood.
Phase II Determination of Eligibility for Two Historic Properties Chambers' Quarry and LS&M Railroad, Chambers Grove Park, Duluth, St. Louis County, Minnesota. Secondary Author.

PROFESSIONAL AFFILIATIONS

Council for Minnesota Archaeology:
2018-Current - President
2006-2009 - Editor for Council
2004-2018 - Chair of Professional Development Committee
2004-2005 - Vice President of Council
Minnesota Archaeological Society:
2014-2016 - Board Member
Register of Professional Archaeologists:
2001-Current - Member
Society for Historical Archaeology:
1998-Current - Member
Midwest Archaeological Conference:
2004-Current - Member

GRANTS & AWARDS (These are personal awards vs. Legacy Grant contracts over the Last 10 Years)

2015 *Past Master Award.* Ancient Landmark Lodge #5.

2014 *Robert E. Sloan Award for Outstanding Contributions to Academic Freedom and Shared Governance*, Minnesota American Association of University Professors.

2012 *Faculty Member of the Year*, Inver Hills Community College.
Golden Apple Recipient, Inver Hills Community College PTK Honor Society.
3rd Annual Life Raft Debate Champion, Inver Hills Community College.

2011 *Golden Apple Recipient*, Inver Hills Community College PTK Honor Society.

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 D

TO: Joe Kohlmann, City Administrator

FROM: Craig Jochum, City Engineer

SUBJECT: 2020 Street Reconstruction and Watermain Improvement Project - Pay Estimate No. 3

DATE: September 21, 2020

OVERVIEW:

Attached is Pay Estimate No. 3 for the 2020 Street Reconstruction and Watermain Improvement Project. This pay estimate includes payment for all of the work items completed to date. This estimate recommends payment of $726,743.81. The contract amount is $2,273,489.79. The payment is summarized by funding source below.

ACTION TO BE CONSIDERED:

Consider approval of Pay Estimate No. 3 for the 2020 Street Reconstruction and Watermain Improvement Project.

BUDGET IMPLICATION:

All the streets on this project are on the City's Municipal State Aid system therefore all the street improvements can be paid for with Municipal State Aid funds. The watermain improvements do not qualify for Municipal State Aid funds and will be paid for by local water funds and assessments. The funds discussed above are available and appropriate for this project. The cost breakdown per funding source for this pay estimate is as follows:

Description	Funding Source		
	Municipal State Aid	Local – Water & Assessments	Total
Recommended Payment	$395,590.77	$331,153.04	$726,743.81

ATTACHMENTS:

PAY ESTIMATE NO. 3

PAY ESTIMATE #3
CITY OF ST. FRANCIS
2020 Street Reconstruction and Watermain Improvement Project

September 1, 2020

Honorable Mayor and Council Members
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

RE: 2020 Street Reconstruction and Watermain Improvement Project
Contractor: Kuechle Underground, Inc.
Contract Amount: $2,273,489.79
Award Date: May 4, 2020
Completion Date: October 23, 2020

Dear Honorable Mayor and Council Members:

The following work has been completed on the above-referenced project by Kuechle Underground, Inc.

Bid Schedule "A" - Butterfield Drive (S.A.P. 235-122-001)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	CLEARING	17	TREE	$175.00	24	$ 4,200.00
2	GRUBBING	17	TREE	$100.00	10	$ 1,000.00
3	REMOVE MANHOLE OR CATCH BASIN	1	EACH	$250.00	1	$ 250.00
4	REMOVE CASTING	7	EACH	$60.00		$ -
5	REMOVE SIGN	1	EACH	$40.00		$ -
6	SAWING CONCRETE PAVEMENT - FULL DEPTH	103	LIN FT	$3.00	125	$ 375.00
7	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	388	LIN FT	$3.00	428	$ 1,284.00
8	REMOVE SEWER PIPE (STORM)	30	LIN FT	$16.00	30	$ 480.00
9	REMOVE CURB AND GUTTER	339	LIN FT	$3.00	339	$ 1,017.00
10	REMOVE CONCRETE DRIVEWAY PAVEMENT	92	SQ YD	$3.00	209	$ 627.00
11	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	941	SQ YD	$3.00	342	$ 1,026.00
12	REMOVE BITUMINOUS PAVEMENT	4,338	SQ YD	$3.00	4,338	$ 13,014.00
13	COMMON EXCAVATION (EV)	3,245	CU YD	$16.00	2,715	$ 43,440.00
14	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	3,894	CU YD	$0.01	3,530	$ 35.30
15	SUBGRADE PREPARATION	13.9	ROAD STATION	$200.00		$ -
16	MILL BITUMINOUS SURFACE (1.5")	387	SQ YD	$5.00		$ -
17	BITUMINOUS MATERIAL FOR TACK COAT	325	GALLONS	$3.00		$ -
18	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	280	SQ YD	$18.00		$ -
19	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	606	SQ YD	$22.00		$ -
20	24" PERF PE PIPE DRAIN (SMOOTH)	214	LIN FT	$145.00	110	$ 15,950.00
21	12" RC PIPE SEWER DESIGN 3006 CLASS V	60	LIN FT	$62.00	60	$ 3,720.00
22	15" RC PIPE SEWER DESIGN 3006 CLASS V	991	LIN FT	$55.00	991	$ 54,505.00
23	ADJUST SANITARY SEWER MANHOLE	2	EACH	$1,000.00	2	$ 2,000.00
24	CONNECT TO EXISTING STORM SEWER	1	EACH	$2,000.00	1	$ 2,000.00
25	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	3	EACH	$1,200.00	3	$ 3,600.00
26	CASTING ASSEMBLY	20	EACH	$700.00		$ -
27	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	53.3	LIN FT	$500.00	45	$ 22,500.00
28	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	5.3	LIN FT	$960.00	5.3	$ 5,088.00
29	ADJUST FRAME AND RING CASTING	6	EACH	$800.00		$ -
30	6" CONCRETE DRIVEWAY PAVEMENT	93	SQ YD	$45.00		$ -
31	MAIL BOX SUPPORT	14	EACH	$105.00		$ -
32	SIGN PANEL TYPE C	22.3	SQ FT	$55.00		$ -
33	DECIDUOUS TREE 2.5" CAL B&B	17	TREE	$495.00		$ -

PAY ESTIMATE #3
CITY OF ST. FRANCIS
2020 Street Reconstruction and Watermain Improvement Project

Bid Schedule "A" - Butterfield Drive (S.A.P. 235-122-001) (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
34	PRUNE TREES	8	HOUR	$95.00		$ -
35	STORM DRAIN INLET PROTECTION	9	EACH	$220.00	4	$ 880.00
36	SILT FENCE; TYPE MS	100	LIN FT	$2.20		$ -
37	LOAM TOPSOIL BORROW (LV)	669	CU YD	$23.00		$ -
38	FERTILIZER TYPE 1	440	POUND	$1.00		$ -
39	SEED MIXTURE 25-131	242	POUND	$3.20		$ -
40	HYDRAULIC BONDED FIBER MATRIX	3,850	POUND	$1.60		$ -
41	SEEDING	1.1	ACRE	$200.00		$ -
Total Bid Schedule "A" - Butterfield Drive (S.A.P. 235-122-001)						$ 176,991.30

Bid Schedule "B" - 225th Lane (S.A.P. 235-140-001)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
42	CLEARING	0.10	ACRE	$6,000.00		$ -
43	GRUBBING	0.10	ACRE	$2,000.00		$ -
44	CLEARING	20	TREE	$175.00	22	$ 3,850.00
45	GRUBBING	20	TREE	$100.00	4	$ 400.00
46	REMOVE MANHOLE OR CATCH BASIN	5	EACH	$250.00	5	$ 1,250.00
47	REMOVE CASTING	18	EACH	$60.00	20	$ 1,200.00
48	REMOVE SIGN	1	EACH	$40.00	1	$ 40.00
49	SALVAGE SIGN	5	EACH	$40.00	1	$ 40.00
50	SAWING CONCRETE PAVEMENT - FULL DEPTH	317	LIN FT	$3.00	324	$ 972.00
51	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	670	LIN FT	$3.00	547	$ 1,641.00
52	REMOVE SEWER PIPE (STORM)	468	LIN FT	$16.00	468	$ 7,488.00
53	REMOVE CURB AND GUTTER	3,950	LIN FT	$3.00	3,950	$ 11,850.00
54	REMOVE CONCRETE DRIVEWAY PAVEMENT	561	SQ YD	$3.00	615	$ 1,845.00
55	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	975	SQ YD	$3.00	894	$ 2,682.00
56	REMOVE BITUMINOUS PAVEMENT	13	SQ YD	$3.00	13	$ 39.00
57	COMMON EXCAVATION (EV)	1,022	CU YD	$16.00	1,498	$ 23,968.00
58	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	1,226	CU YD	$0.01	1,947	$ 19.47
59	SUBGRADE PREPARATION	20.0	ROAD STATION	$200.00	20.0	$ 4,000.00
60	AGGREGATE BASE CLASS 5	880	TON	$0.01		$ -
61	FULL DEPTH RECLAMATION	7500	SQ YD	$5.00	7,500	$ 37,500.00
62	SALVAGED FULL DEPTH RECLAMATION (CV)	1670	CU YD	$6.00	2,792	$ 16,752.00
63	MILL BITUMINOUS SURFACE (1.5")	18	SQ YD	$5.00		$ -
64	BITUMINOUS MATERIAL FOR TACK COAT	560	GALLONS	$3.00		$ -
65	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	975	SQ YD	$18.00		$ -
66	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	704	TON	$62.00		$ -
67	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	940	TON	$62.00		$ -
68	15" RC PIPE APRON	2	EACH	$1,700.00	2	$ 3,400.00
69	15" RC PIPE CULVERT CLASS V	64	LIN FT	$51.00	64	$ 3,264.00
70	12" RC PIPE SEWER DESIGN 3006 CLASS V	42	LIN FT	$62.00	42	$ 2,604.00
71	15" RC PIPE SEWER DESIGN 3006 CLASS V	85	LIN FT	$55.00	85	$ 4,675.00
72	18" RC PIPE SEWER DESIGN 3006 CLASS V	243	LIN FT	$56.00	243	$ 13,608.00
73	21" RC PIPE SEWER DESIGN 3006 CLASS III	72	LIN FT	$74.00	72	$ 5,328.00
74	CONNECT TO EXISTING STORM SEWER	1	EACH	$2,000.00	1	$ 2,000.00
75	SALVAGE SPRINKLER HEAD	20	EACH	$50.00	1	$ 50.00
76	INSTALL SPRINKLER HEAD	20	EACH	$125.00		$ -

Bid Schedule "B" - 225th Lane (S.A.P. 235-140-001) (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
77	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	2	EACH	$1,200.00	2	$ 2,400.00
78	CASTING ASSEMBLY	20	EACH	$700.00	12	$ 8,400.00
79	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	24.8	LIN FT	$500.00	24.91	$ 12,455.00
80	ADJUST FRAME AND RING CASTING	13	EACH	$800.00	5	$ 4,000.00
81	6" CONCRETE WALK	99	SQ FT	$16.00		$ -
82	CONCRETE CURB AND GUTTER DESIGN SPECIAL	3,846	LIN FT	$14.00	3,846	$ 53,844.00
83	6" CONCRETE DRIVEWAY PAVEMENT	550	SQ YD	$45.00	671	$ 30,195.00
84	TRUNCATED DOMES	16	SQ FT	$20.00		$ -
85	MAIL BOX SUPPORT	41	EACH	$105.00		$ -
86	SIGN PANEL TYPE C	5	SQ FT	$55.00		$ -
87	INSTALL SIGN	5	EACH	$250.00		$ -
88	DECIDUOUS TREE 2.5" CAL B&B	20	TREE	$495.00		$ -
89	STORM DRAIN INLET PROTECTION	5	EACH	$220.00	3	$ 660.00
90	SILT FENCE; TYPE MS	100	LIN FT	$2.20		$ -
91	LOAM TOPSOIL BORROW (LV)	963	CU YD	$23.00		$ -
92	FERTILIZER TYPE 1	600	POUND	$1.00		$ -
93	SEED MIXTURE 25-131	330	POUND	$3.20		$ -
94	HYDRAULIC BONDED FIBER MATRIX	5,250	POUND	$1.60		$ -
95	SEEDING	1.5	ACRE	$200.00		$ -
Total Bid Schedule "B" - 225th Lane (S.A.P. 235-140-001)						$ 262,419.47

Bid Schedule "C" - Zea Street (S.A.P. 235-141-001)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
96	CLEARING	6	TREE	$175.00	6	$ 1,050.00
97	GRUBBING	6	TREE	$100.00		$ -
98	REMOVE CASTING	2	EACH	$60.00	2	$ 120.00
99	REMOVE SIGN	1	EACH	$40.00		$ -
100	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	82	LIN FT	$3.00	85	$ 255.00
101	REMOVE CURB AND GUTTER	771	LIN FT	$3.00	771	$ 2,313.00
102	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	157	SQ YD	$3.00	141	$ 423.00
103	COMMON EXCAVATION (EV)	217	CU YD	$16.00	857	$ 13,712.00
104	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	260	CU YD	$0.01	1,114	$ 11.14
105	SUBGRADE PREPARATION	3.8	ROAD STATION	$200.00	3.8	$ 760.00
106	AGGREGATE BASE CLASS 5	100	TON	$0.01		$ -
107	FULL DEPTH RECLAMATION	1175	SQ YD	$5.00	1,175	$ 5,875.00
108	SALVAGED FULL DEPTH RECLAMATION (CV)	265	CU YD	$6.00	332	$ 1,992.00
109	BITUMINOUS MATERIAL FOR TACK COAT	90	GALLONS	$3.00		$ -
110	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	157	SQ YD	$18.00		$ -
111	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	115	TON	$62.00		$ -
112	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	150	TON	$62.00		$ -
113	SALVAGE SPRINKLER HEAD	2	EACH	$50.00		$ -
114	INSTALL SPRINKLER HEAD	2	EACH	$125.00		$ -
115	CASTING ASSEMBLY	2	EACH	$700.00		$ -
116	ADJUST FRAME AND RING CASTING	2	EACH	$800.00		$ -
117	CONCRETE CURB AND GUTTER DESIGN SPECIAL	773	LIN FT	$14.00	387	$ 5,418.00
118	MAIL BOX SUPPORT	5	EACH	$105.00		$ -

Bid Schedule "C" - Zea Street (S.A.P. 235-141-001) (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
119	SIGN PANEL TYPE C	13.0	SQ FT	$55.00		$ -
120	DECIDUOUS TREE 2.5" CAL B&B	6	TREE	$495.00		$ -
121	SILT FENCE; TYPE MS	50	LIN FT	$2.20		$ -
122	LOAM TOPSOIL BORROW (LV)	183	CU YD	$23.00		$ -
123	FERTILIZER TYPE 1	120	POUND	$1.00		$ -
124	SEED MIXTURE 25-131	66	POUND	$3.20		$ -
125	HYDRAULIC BONDED FIBER MATRIX	1,050	POUND	$1.60		$ -
126	SEEDING	0.3	ACRE	$200.00		$ -
Total Bid Schedule "C" - Zea Street (S.A.P. 235-141-001)						$ 31,929.14

Bid Schedule "D" - Tulip Street (S.A.P. 235-142-001)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
127	CLEARING	1	TREE	$175.00	1	$ 175.00
128	GRUBBING	1	TREE	$100.00		$ -
129	REMOVE MANHOLE OR CATCH BASIN	1	EACH	$250.00	1	$ 250.00
130	REMOVE CASTING	7	EACH	$60.00	5	$ 300.00
131	REMOVE SIGN	2	EACH	$40.00		$ -
132	SAWING CONCRETE PAVEMENT - FULL DEPTH	21	LIN FT	$3.00	23	$ 69.00
133	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	15	LIN FT	$3.00	14	$ 42.00
134	REMOVE SEWER PIPE (STORM)	24	LIN FT	$16.00	18	$ 288.00
135	REMOVE CURB AND GUTTER	652	LIN FT	$3.00	652	$ 1,956.00
136	REMOVE CONCRETE DRIVEWAY PAVEMENT	40	SQ YD	$3.00	31	$ 93.00
137	REMOVE CONCETE PAVEMENT	39	SQ YD	$3.00	38	$ 114.00
138	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	15	SQ YD	$3.00	39	$ 117.00
139	COMMON EXCAVATION (EV)	309	CU YD	$16.00	342	$ 5,472.00
140	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	221	CU YD	$0.01	445	$ 4.45
141	SUBGRADE PREPARATION	5.0	ROAD STATION	$200.00	5.0	$ 1,000.00
142	AGGREGATE BASE CLASS 5	150	TON	$0.01	150	$ 1.50
143	FULL DEPTH RECLAMATION	1364	SQ YD	$5.00	1,364	$ 6,820.00
144	SALVAGED FULL DEPTH RECLAMATION (CV)	305	CU YD	$6.00	346	$ 2,076.00
145	MILL BITUMINOUS SURFACE (1.5")	7	SQ YD	$5.00		$ -
146	BITUMINOUS MATERIAL FOR TACK COAT	135	GALLONS	$3.00		$ -
147	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	18	SQ YD	$22.00		$ -
148	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	131	TON	$62.00		$ -
149	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	177	TON	$62.00		$ -
150	12" RC PIPE SEWER DESIGN 3006 CLASS V	12	LIN FT	$62.00	12	$ 744.00
151	24" RC PIPE SEWER DESIGN 3006 CLASS III	24	LIN FT	$115.00	18	$ 2,070.00
152	CONNECT TO EXISTING STORM SEWER	2	EACH	$2,000.00	2	$ 4,000.00
153	SALVAGE SPRINKLER HEAD	4	EACH	$50.00		$ -
154	INSTALL SPRINKLER HEAD	4	EACH	$125.00		$ -
155	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	1	EACH	$1,200.00	1	$ 1,200.00
156	CASTING ASSEMBLY	8	EACH	$700.00	2	$ 1,400.00
157	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	9.5	LIN FT	$500.00	8.86	$ 4,430.00
158	ADJUST FRAME AND RING CASTING	6	EACH	$800.00		$ -
159	CONCRETE CURB AND GUTTER DESIGN SPECIAL	640	LIN FT	$14.00	640	$ 8,960.00
160	6" CONCRETE DRIVEWAY PAVEMENT	34	SQ YD	$45.00		$ -

Bid Schedule "D" - Tulip Street (S.A.P. 235-142-001) (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
161	7" CONCRETE DRIVEWAY PAVEMENT	10	SQ YD	$81.00	8	$ 648.00
162	MAIL BOX SUPPORT	2	EACH	$105.00		$ -
163	SIGN PANEL TYPE C	15.3	SQ FT	$55.00		$ -
164	DECIDUOUS TREE 2.5" CAL B&B	1	TREE	$495.00		$ -
165	STORM DRAIN INLET PROTECTION	3	EACH	$220.00	2	$ 440.00
166	SILT FENCE; TYPE MS	50	LIN FT	$2.20		$ -
167	LOAM TOPSOIL BORROW (LV)	241	CU YD	$23.00		$ -
168	FERTILIZER TYPE 1	160	POUND	$1.00		$ -
169	SEED MIXTURE 25-131	88	POUND	$3.20		$ -
170	HYDRAULIC BONDED FIBER MATRIX	1,400	POUND	$1.60		$ -
171	SEEDING	0.4	ACRE	$200.00		$ -
Total Bid Schedule "D" - Tulip Street (S.A.P. 235-142-001)						$ 42,669.95

Bid Schedule "E" - 226th Avenue (S.A.P. 235-142-002)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
172	CLEARING	13	TREE	$175.00	24	$ 4,200.00
173	GRUBBING	13	TREE	$100.00	15	$ 1,500.00
174	REMOVE MANHOLE OR CATCH BASIN	2	EACH	$250.00	2	$ 500.00
175	REMOVE CASTING	12	EACH	$60.00	9	$ 540.00
176	SALVAGE SIGN	1	EACH	$40.00	1	$ 40.00
177	SAWING CONCRETE PAVEMENT - FULL DEPTH	206	LIN FT	$3.00	214	$ 642.00
178	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	470	LIN FT	$3.00	200	$ 600.00
179	REMOVE SEWER PIPE (STORM)	31	LIN FT	$16.00	31	$ 496.00
180	REMOVE CURB AND GUTTER	3,294	LIN FT	$3.00	3,294	$ 9,882.00
181	REMOVE CONCRETE DRIVEWAY PAVEMENT	424	SQ YD	$3.00	376	$ 1,128.00
182	REMOVE CONCETE PAVEMENT	33	SQ YD	$3.00	33	$ 99.00
183	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	857	SQ YD	$3.00	714	$ 2,142.00
184	REMOVE BITUMINOUS PAVEMENT	120	SQ YD	$3.00	120	$ 360.00
185	COMMON EXCAVATION (EV)	889	CU YD	$16.00	1,025	$ 16,400.00
186	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	1,067	CU YD	$0.01	1,333	$ 13.33
187	SUBGRADE PREPARATION	16.9	ROAD STATION	$200.00	16.9	$ 3,380.00
188	AGGREGATE BASE CLASS 5	500	TON	$0.01	1,136.14	$ 11.36
189	FULL DEPTH RECLAMATION	5060	SQ YD	$5.00	5,060	$ 25,300.00
190	SALVAGED FULL DEPTH RECLAMATION (CV)	1125	CU YD	$6.00	1,037	$ 6,222.00
191	MILL BITUMINOUS SURFACE (1.5")	6	SQ YD	$5.00		$ -
192	BITUMINOUS MATERIAL FOR TACK COAT	390	GALLONS	$3.00		$ -
193	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	860	SQ YD	$18.00		$ -
194	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	490	TON	$62.00		$ -
195	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	650	TON	$62.00		$ -
196	12" RC PIPE SEWER DESIGN 3006 CLASS V	60	LIN FT	$62.00	60	$ 3,720.00
197	15" RC PIPE SEWER DESIGN 3006 CLASS V	280	LIN FT	$55.00	290	$ 15,950.00
198	CONNECT TO EXISTING STORM SEWER	1	EACH	$2,000.00	1	$ 2,000.00
199	SALVAGE SPRINKLER HEAD	30	EACH	$50.00		$ -
200	INSTALL SPRINKLER HEAD	30	EACH	$125.00		$ -
201	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	2	EACH	$1,200.00	2	$ 2,400.00
202	CASTING ASSEMBLY	12	EACH	$700.00	1	$ 700.00

PAY ESTIMATE #3
CITY OF ST. FRANCIS
2020 Street Reconstruction and Watermain Improvement Project

Bid Schedule "E" - 226th Avenue (S.A.P. 235-142-002) (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
203	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	23.4	LIN FT	$500.00	23.4	$ 11,700.00
204	ADJUST FRAME AND RING CASTING	6	EACH	$800.00	1	$ 800.00
205	CONCRETE CURB AND GUTTER DESIGN SPECIAL	3,323	LIN FT	$14.00	1,709	$ 23,926.00
206	6" CONCRETE DRIVEWAY PAVEMENT	420	SQ YD	$45.00	132	$ 5,940.00
207	MAIL BOX SUPPORT	41	EACH	$105.00		$ -
208	SIGN PANEL TYPE C	16.0	SQ FT	$55.00		$ -
209	INSTALL SIGN	1	EACH	$250.00		$ -
210	DECIDUOUS TREE 2.5" CAL B&B	13	TREE	$495.00		$ -
211	STORM DRAIN INLET PROTECTION	6	EACH	$220.00	3	$ 660.00
212	SILT FENCE; TYPE MS	50	LIN FT	$2.20		$ -
213	LOAM TOPSOIL BORROW (LV)	814	CU YD	$23.00		$ -
214	FERTILIZER TYPE 1	520	POUND	$1.00		$ -
215	SEED MIXTURE 25-131	286	POUND	$3.20		$ -
216	HYDRAULIC BONDED FIBER MATRIX	4,550	POUND	$1.60		$ -
217	SEEDING	1.3	ACRE	$200.00		$ -
Total Bid Schedule "E" - 226th Avenue (S.A.P. 235-142-002)						$ 141,251.69

Bid Schedule "F" - Local Funding

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
218	CLEARING	0.40	ACRE	$6,000.00	0.40	$ 2,400.00
219	GRUBBING	0.40	ACRE	$2,000.00	0.20	$ 400.00
220	CLEARING	1	TREE	$175.00	1	$ 175.00
221	GRUBBING	1	TREE	$100.00	1	$ 100.00
222	REMOVE CASTING	1	EACH	$60.00	1	$ 60.00
223	REMOVE HYDRANT	12	EACH	$285.00	12	$ 3,420.00
224	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	70	LIN FT	$3.00	53	$ 159.00
225	REMOVE WATERMAIN	5993	LIN FT	$1.00	5,797	$ 5,797.00
226	REMOVE CURB AND GUTTER	324	LIN FT	$3.00	324	$ 972.00
227	SALVAGE FENCE	30	LIN FT	$25.00	30	$ 750.00
228	REMOVE CONCRETE DRIVEWAY PAVEMENT	44	SQ YD	$3.00	39	$ 117.00
229	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	68	SQ YD	$3.00	100	$ 300.00
230	COMMON EXCAVATION (EV)	125	CU YD	$16.00	125	$ 2,000.00
231	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	150	CU YD	$0.01	150	$ 1.50
232	AGGREGATE BASE CLASS 5	50	TON	$0.01	50	$ 0.50
233	FULL DEPTH RECLAMATION	1261	SQ YD	$5.00	1,261	$ 6,305.00
234	SALVAGED FULL DEPTH RECLAMATION (CV)	280	CU YD	$6.00	280	$ 1,680.00
235	BITUMINOUS MATERIAL FOR TACK COAT	65	GALLONS	$3.00		$ -
236	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	19	SQ YD	$18.00		$ -
237	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	49	SQ YD	$22.00		$ -
238	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	119	TON	$62.00		$ -
239	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	158	TON	$62.00		$ -
240	4" PVC CAP	2	EACH	$12.00	1	$ 12.00
241	6" PVC CAP	2	EACH	$17.00	1	$ 17.00
242	CONNECT TO EXISTING SANITARY SEWER	4	EACH	$2,000.00	3	$ 6,000.00
243	8"X4" PVC WYE SDR 26	2	EACH	$350.00	1	$ 350.00
244	8"X6" PVC WYE SDR 26	2	EACH	$400.00	1	$ 400.00
245	CLEAN AND VIDEO TAPE PIPE SEWER	1,395	LIN FT	$1.20		$ -

Bid Schedule "F" - Local Funding (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
246	4" PVC SANITARY SERVICE PIPE SDR 26	60	LIN FT	$24.00	214	$ 5,136.00
247	6" PVC SANITARY SERVICE PIPE SDR 26	60	LIN FT	$26.00	72	$ 1,872.00
248	24" STEEL CASING PIPE (JACKED)	94	LIN FT	$500.00	94	$ 47,000.00
249	TEMPORARY WATERMAIN	1	LUMP SUM	$6,200.00	1	$ 6,200.00
250	TEMPORARY WATER SERVICE	108	EACH	$315.00	106	$ 33,390.00
251	RECONNECT WATER SERVICE	108	EACH	$460.00	90	$ 41,400.00
252	CONNECT TO EXISTING WATERMAIN	7	EACH	$2,100.00	7	$ 14,700.00
253	HYDRANT	11	EACH	$4,100.00	12	$ 49,200.00
254	1" CORPORATION STOP	103	EACH	$550.00	104	$ 57,200.00
255	6" GATE VALVE AND BOX	16	EACH	$1,600.00	16	$ 25,600.00
256	8" GATE VALVE AND BOX	16	EACH	$2,100.00	18	$ 37,800.00
257	1" CURB STOP AND BOX	103	EACH	$465.00	103	$ 47,895.00
258	SALVAGE SPRINKLER HEAD	6	EACH	$50.00		$ -
259	INSTALL SPRINKLER HEAD	6	EACH	$125.00		$ -
260	HYDRANT RISER	11	LIN FT	$930.00		$ -
261	1" TYPE PE PIPE	3,043	LIN FT	$20.00	3,440	$ 68,800.00
262	6" WATERMAIN DUCTILE IRON CL 52	268	LIN FT	$50.00	251	$ 12,550.00
263	8" PVC WATERMAIN	6,458	LIN FT	$41.00	6,482	$ 265,762.00
264	4" POLYSTYRENE INSULATION	11	SQ YD	$23.00	14.20	$ 326.60
265	DUCTILE IRON FITTINGS	4,596	POUND	$10.00	3,330	$ 33,300.00
266	CASTING ASSEMBLY	1	EACH	$700.00		$ -
267	ADJUST FRAME AND RING CASTING	1	EACH	$800.00		$ -
268	CASTING ASSEMBLY SPECIAL	17	EACH	$90.00		$ -
269	CONCRETE CURB AND GUTTER DESIGN SPECIAL	388	LIN FT	$14.00	388	$ 5,432.00
270	6" CONCRETE DRIVEWAY PAVEMENT	16	SQ YD	$45.00		$ -
271	7" CONCRETE DRIVEWAY PAVEMENT	15	SQ YD	$81.00	53	$ 4,293.00
272	PORTABLE PRECAST CONCRETE BARRIER DESIGN 8337	570	LIN FT	$16.00	589	$ 9,424.00
273	RELOCATE PORTABLE PRECAST CONCRETE BARRIER DESIGN 8337	60	LIN FT	$10.00		$ -
274	IMPACT ATTENUATOR	4	ASSEMBLY	$1,500.00	4	$ 6,000.00
275	RELOCATE IMPACT ATTENUATOR	1	ASSEMBLY	$500.00		$ -
276	INSTALL FENCE	30	LIN FT	$25.00		$ -
277	SIGN PANEL TYPE C	4	SQ FT	$55.00		$ -
278	CONIFEROUS TREE 6' HT B&B	8	TREE	$415.00		$ -
279	DECIDUOUS TREE 2.5" CAL B&B	1	TREE	$495.00		$ -
280	SILT FENCE; TYPE MS	200	LIN FT	$2.20		$ -
281	FERTILIZER TYPE 1	320	POUND	$1.00		$ -
282	SEED MIXTURE 25-131	176	POUND	$3.20		$ -
283	MULCH MATERIAL TYPE 1	1.6	TON	$600.00		$ -
284	SEEDING	0.8	ACRE	$200.00		$ -
Total Bid Schedule "F" - Local Funding						$ 804,696.60

PAY ESTIMATE #3
CITY OF ST. FRANCIS
2020 Street Reconstruction and Watermain Improvement Project

Bid Schedule "G" - Miscellaneous Construction

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
285	MOBILIZATION	1	LUMP SUM	$40,000.00	1	$ 40,000.00
286	DEWATERING	1	LUMP SUM	$0.01	1	$ 0.01
287	TRAFFIC CONTROL SUPERVISOR	1	LUMP SUM	$1,500.00	0.75	$ 1,125.00
288	TRAFFIC CONTROL	1	LUMP SUM	$4,500.00	0.75	$ 3,375.00
289	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	$400.00	1	$ 400.00
290	EROSION CONTROL SUPERVISOR	1	LUMP SUM	$500.00	0.75	$ 375.00
Total Bid Schedule "G" - Miscellaneous Construction						$ 45,275.01

Alternate Bid No. 1

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
291	AGGREGATE BASE CLASS 5	2,200	TON	$16.00	2,200.00	$ 35,200.00
292	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	363	TON	$62.00		$ -
293	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	450	TON	$62.00		$ -
294	5" CONCRETE WALK	6,000	SQ FT	$6.20		$ -
295	CONCRETE CURB AND GUTTER DESIGN SPECIAL	2,744	LIN FT	$14.00		$ -
296	TRUNCATED DOMES	20	SQ FT	$50.00		$ -
Total Alternate Bid No. 1						$ 35,200.00

Change Order No. 1

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
297	GEOTEXTILE TYPE 5	12,000	SQ YD	$2.37	8,542.00	$ 20,244.54

Total Bid Schedule "A" - Butterfield Drive (S.A.P. 235-122-001)	**$ 176,991.30**
Total Bid Schedule "B" - 225th Lane (S.A.P. 235-140-001)	**$ 262,419.47**
Total Bid Schedule "C" - Zea Street (S.A.P. 235-141-001)	**$ 31,929.14**
Total Bid Schedule "D" - Tulip Street (S.A.P. 235-142-001)	**$ 42,669.95**
Total Bid Schedule "E" - 226th Avenue (S.A.P. 235-142-002)	**$ 141,251.69**
Total Bid Schedule "F" - Local Funding	**$ 804,696.60**
Total Bid Schedule "G" - Miscellaneous Construction	**$ 45,275.01**
Total Alternate Bid No. 1	**$ 35,200.00**
Change Order No. 1	**$ 20,244.54**
Total Work Completed to Date	**$ 1,560,677.70**
Less 5% Retainage	**$ 78,033.89**
Less Pay Estimate #1	**$ 430,315.13**
Less Pay Estimate #2	**$ 325,584.87**
WE RECOMMEND PAYMENT OF:	**$ 726,743.81**

PAY ESTIMATE #3
CITY OF ST. FRANCIS
2020 Street Reconstruction and Watermain Improvement Project

APPROVALS:

CONTRACTOR: KUECHLE UNDERGROUND, INC.

Certification by Contractor: I certify that all items and amounts are correct for the work completed to date.

Signed:_____

Title:_____ Date_____

ENGINEER: HAKANSON ANDERSON

Certification by Engineer: We recommend payment for work and quantities as shown.

Signed:_____

Title: City Engineer Date_____

OWNER: CITY OF ST. FRANCIS

Signed:_____

Title:_____ Date_____

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 E

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: **Accepting DNR Grant**
DATE: 09-21-2020

OVERVIEW:

The fire department has be awarded a grant from the Minnesota Department of Natural Resources in the amount of $8624.16. This grant program requires a 50% matching of funds from the municipality. The City of St. Francis match for this grant is $4162.16. The fire department budget has a balance of $4410.64 remaining FY2020 for small equipment. The impact to the overall fire department budget is offset additionally as we have received a training reimbursement award in the amount of $4600.00 from the MBTFE. The DNR grant will allow the fire department to purchase new nozzles for Engine 2, an additional Blitz Fire nozzle for Tanker 1 and small tools for wildland/grass fire operations.

Action to be considered:
Motion to accept the awarded grant from the Minnesota Department of Natural Resources in the amount of $8624.16 and approve the purchase of nozzles and wildland firefighting equipment.

Attachments
DNR Grant Documents
MBTFE Reimbursement Document

MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION
445 MINNESOTA ST., SUITE 146
SAINT PAUL, MN 55101
TELEPHONE: 651-201-7257 FAX: 651-215-0525
EMAIL: fire-training.board@state.mn.us
WEBSITE: www.mbfte.org

ST FRANCIS FIRE DEPARTMENT
23340 CREE STREET NW
ST. FRANCIS MN 55070

August 20, 2020

The Minnesota Board of Firefighter Training and Education (MBFTE) is pleased to notify you that your fire department has been awarded, under the Round 13 (FY21) training reimbursement program, the amount of $4,600.00. This training reimbursement award is for MBFTE approved training conducted between July 1, 2020 and June 30, 2021 (see the approved reimbursable classes list at www.mbfte.org). Award funds MUST be spent on the approved MBFTE list of classes.

The Round 13 training reimbursement program is based on a "per firefighter" amount for all fire departments in Minnesota. The MBFTE had requested current rosters and the number of firefighters on departments throughout the state. Your Round 13 reimbursement was based on the reported "number of firefighters" in your department multiplied by the "per firefighter" rate of $200.00 to equal your award. If your department failed to report the number of firefighters to MBFTE, your award amount is $2,000.00.

In order to process your reimbursement award you must:

1. Complete and sign the Request for Reimbursement form on the MBFTE website at http://www.mbfte.org/ReimbursementForm.aspx and remit by **July 15, 2021.** Your fire department is encouraged to send in your Request for Reimbursement Form(s) anytime during the July 1, 2020-June 30, 2021 fiscal year.
2. Attach documentation of training expenses paid. Documentation includes: invoices for training, certifications, books, backfill and overtime costs (if applicable) associated with MBFTE approved training, and payroll records for in-house trainers. **All EMS training which is approved by the EMSRB and is not primarily reimbursed through an EMS Association is eligible for reimbursement with proper documentation.**
3. Mail, fax, email, or upload the Request for Reimbursement Form and supporting documentation, **or have your training provider submit your information to the MBFTE for direct payment to them if your department has an award balance that is equal to or more than the amount of the invoice.**

The funds will be disbursed upon receipt of the signed, completed form, along with the proper supporting documentation. You will not receive a check in the mail; your reimbursement will be electronically deposited into the account that corresponds to the tax identification number provided on the Request for Reimbursement Form.

If you have questions regarding your award, please email me at steve.flaherty@state.mn.us or you may call me at 651-201-7258.

Respectfully,

Steve Flaherty

Steve Flaherty, Executive Director

Minnesota Department of Natural Resources
402 SE 11th Street • Grand Rapids, MN • 55744

September 16, 2020

RE: 2021 MATCHING GRANT REIMBURSEMENT PROCESS

To whom it may concern:

Attached is your final executed grant contract.
In order to receive payment, you must invoice the Department of Natural Resources, Division of Forestry for items purchased and paid for. If you are administered by a municipality, the City or Township must invoice for the grant.

The invoice needs to include the following information:

- Date
- Bill to: Tim Oland, DNR Forestry, 402 SE 11 St, Grand Rapids MN 55744
- From: City, Township, or if incorporated the Fire Department and include the address.
- Grant Contract Number (which is found on the grant contract).
- Total Project Cost: total amount that was spent.
- State's portion to pay (up to 50% of the total project cost not to exceed grant contract amount).
- Indicate if this is going to be the final invoice.
- Signature of authorized person.
- All items must be purchased by June 1, 2021 and invoiced by June 15, 2021.

Be sure to include vendor invoice copies of what was purchased.

Sincerely,

Tim Oland

Tim Oland, Rural Fire Program
Tim.Oland@state.mn.us
218-322-2688 phone
218-327-4527 fax

www.mndnr.gov
AN EQUAL OPPORTUNITY EMPLOYER
PRINTED ON RECYCLED PAPER CONTAINING A MINIMUM OF 10% POST-CONSUMER WASTE

Vendor No.0000195782 | Contract No.183017 PO No.178561 | 2001/R29337V1/R293410

STATE OF MINNESOTA
GRANT CONTRACT

This grant contract is between the State of Minnesota, acting through its Department of Natural Resources, Division or Forestry, 402 Southeast Eleventh Street, Grand Rapids, Minnesota 55744 ("State") and ST FRANCIS FIRE DEPT, 23340 CREE ST NW, ST FRANCIS, MN 55070- ("GRANTEE").

Recitals

1. Under Minn. Stat. 84.085 authorizes the Commissioner of Natural Resources, on behalf of the State, to accept and use grants of money for the United States or other grantors for conservation purposes not inconsistent with the laws of this state and in accordance with the purposes of the grant and applicable Federal and State laws and authorizes the Commissioner to make sub-grants of any money received to other agencies, units of local government, and private nonprofit corporations; and Minn. Stat. 88.067, as amended in Laws of Minnesota 2000, Chapter 231, Section 113, may make grants for procurement of fire suppression equipment and training of fire departments in techniques of fire control. The commissioner may require a local match for any grant. Grantee is a governmental unit and or is a fire fighting entity located in a rural area; and the State is empowered to enter into this grant.

2. The State is in need of fire department assistance to suppress wildland fires.

4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State.

Grant Agreement

1. Term of Grant Agreement

1.1 ***Effective date:*** This agreement becomes effective on August 15, 2020 or the date the State obtains all required signatures under Minnesota Statutes 16B.98, subdivision 5, whichever is later. **The Grantee must not begin work under this sub-grant agreement until this agreement is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.** No reimbursements will be made until or upon the date that the final required signature is obtained by the State, pursuant to Minnesota Statutes Section 16B.98, subdivision 5. Per Minnesota Statutes Section 16B.98, subdivision 7, no payments will be made to the Grantee until this grant agreement is fully executed.

1.2 ***Expiration Date:*** Work on this project must be completed on or before June 1, 2021. The State is to be invoiced on or before June 15, 2021 or the contract will be canceled without further notification.

1.3 ***Survival of Terms:*** The following clauses survive the expiration or cancellation of this grant agreement: 9 Liability; 10 Audits; 11 Government Data Practices and Intellectual Property; 13 Endorsement; 14 Governing Law, Jurisdiction, and Venue; 16 Data Disclosure; 19 Monitoring; and 24 Additional Program Requirements

1.4 ***Incur Expenses:*** Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after August 15, 2020 are eligible for reimbursement. This agreement becomes effective on August 15, 2020 or the date the State obtains all required signatures under Minnesota Statutes 16B.98, subdivision 5, whichever is later.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

The Grantee will comply with required grants management policies and procedures set forth through Minnesota Statutes Section 16B.97, subdivision 4 (a) (1).

The Grantee agrees to complete the program in accordance with the approved budget to the extent practicable and within the program period specified in the grant agreement. Any material change in the grant agreement shall require an amendment by the State (see Section 7.2).

The Grantee is responsible for maintaining a written conflict of interest policy. Throughout the term of this

agreement, the Grantee shall monitor and report any actual, potential, or perceived conflicts of interest to the State's Authorized Representative.

The Grantee shall be responsible for the administration, supervision, management, record keeping and program oversight required for the work performed under this agreement.

Complete work specified in the Project Proposal attached hereto as Exhibit A. This Project Proposal shall be a part of this grant. Highest priority is indicated in the office use only box of Exhibit A; however, any of the listed projects or a combination of the listed projects on Exhibit A, may also qualify for this grant with written approval from the State of Minnesota.
Insure all equipment acquired through this grant must be used solely for prevention, suppression and control of fire. Report GPS locations of dry hydrants or water facilities constructed under this grant to Shelly Serich, Rural Fire Programs Assistant, 402 Southeast Eleventh Street, Grand Rapids, Minnesota 55744 or his/her successor.

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 ***Consideration.*** Consideration for all services performed by Grantee pursuant to this grant agreement shall be paid by the State as follows:

4.1.1. ***Compensation.*** The Grantee will be paid in the amount not to exceed **$4462.00**, based on the following computation:

4.1.2. ***Matching Requirements.*** The State shall reimburse Grantee for up to 50% of the reasonable net cost of items purchased or expenditures made, in accordance with the approved project proposal. This reimbursement shall not exceed the total amount of this grant.

Grant funds cannot be used by the Grantee as match or for reimbursement for any other grant or program without prior written authorization from the State's Authorized Representative.

4.1.3 ***Travel Expenses.*** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will not exceed $00.00.

THE TOTAL STATE OBLIGATION FOR ALL COMENSATION AND REIMBURSEMENTS TO GRANTEE SHALL NOT EXCEED **$4462.00**.

Funds made available pursuant to this Agreement shall be used only for expenses incurred in performing and accomplishing the purposes and activities specified herein. Notwithstanding all other provisions of this Agreement, it is understood that any reduction or termination of funds allocated to the State may result in a like reduction to the Grantee.

4.2. ***Payment***

The State shall disburse funds to the Grantee pursuant to this agreement on a **reimbursement basis.** The Grantee shall submit payment requests with required expenditure documentation. If necessary, advance payments on grants shall be negotiated between the State and Grantee on a case by case basis. In order to make advance payments, the Grantee must prepare and submit a written justification to the State for approval that details specific need to utilize advance payments. A copy of the signed justification must be maintained in the grant file. All advance payments on grants over $50,000 must be reconciled within 12 months of issuance or within 60 days of the end of the grant period.

4.2.1. ***Invoices.*** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. The State will promptly pay the Grantee after the Grantee presents an itemized invoice for

the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and upon completion by June 15, 2021.

4.2.2. ***Federal funds.*** Payments under this grant contract will be made from federal funds obtained by the State through the Cooperative Forestry Assistance Act of 1978, Public Law 95-313, CFDA number 10.664. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

4.2.3. ***Unexpended Funds.*** The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

5 Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Tim Oland, Rural Fire Programs Coordinator, DNR Forestry, 402 Southeast Eleventh Street, Grand Rapids, Minnesota 55744, 218-322-2688, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is the Fire Chief at (763) 433-9829. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Agreement Complete

7.1. ***Assignment.*** The Grantee may neither assign nor transfer any rights or obligations under this grant agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this grant agreement, or their successors in office.

7.2. ***Amendments.*** Any amendment to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.

7.3. ***Waiver.*** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or its right to enforce it.

7.4. ***Grant Agreement Complete.*** This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

8 Subcontractors, Contracting and Bidding Requirements

8.1. The Grantee agrees that if it subcontracts any portion of this project to another entity, the agreement with the subcontractor will contain all provisions of the agreement with the State. The Grantee also agrees to comply with Title 2 Code of Federal Regulations (CFR) 200.317 and 200.322 (if applicable-both apply to state entities only) as well as 2 CFR 200.318-321, and 2 CFR 200.323-326.

8.2. Per Minnesota Statute 471.345, grantees that are municipalities as defined in Subd. 1 must follow that Uniform Municipal Contracting Law if contraction funds from this grant contract agreement for any supplies, materials, equipment, or the rental thereof, or the construction, alteration, repair, or maintenance of real or personal property.

8.2.1. If the amount of the contract is estimated to be $3,000-25,000 the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minnesota Statute 16C.28, Subd. 1, paragraph a, clause 2.

8.2.2. Any services and/or materials that are expected to cost less than $3,000 do not require the solicitation of competitive quotations in accordance with 2 CFR 200.320(b). The Grantee must make an effort to equitably distribute these purchases.

9 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

10 Audits (State and Single)

Under Minn. Stat. §16B.98, subd. 8 and 2 CFR 200.331, the Grantee books, records, documents, and accounting procedures and practices relevant to this grant agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement.

All state and local governments, colleges and universities, and non-profit organizations that expend $750,000 or more of Federal awards in a fiscal year must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Awards Requirements for Federal Awards. This is $750,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.

11 Government Data Practices and Intellectual Property

11.1. ***Government Data Practices.*** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11.2. ***Intellectual Property Rights***

Intellectual Property Rights Not Applicable.

11.2.1. ***Obligations.***

(A) *Notification.* Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this contract, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

(B) *Representation.* The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 9, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's

expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

12 Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

13 Publicity and Endorsement

13.1. ***Publicity.*** Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract.

13.2. ***Endorsement.*** The Grantee must not claim that the State endorses its products or services and the Grantee must adhere to the terms of 2 CFR 200.315.

14 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15 Termination

15.1. ***Termination by the State.*** The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

15.2. ***Termination for Cause.*** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

16 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

17 American Disabilities Act

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines. The Grantee must comply with the 2010 American Disabilities Act Standards for Accessible Design.

18 Reporting Requirements

The Grantee is bound to financial and performance reporting requirements as noted in the Minnesota Statutes Section 16B.97, subdivision 4 (a) (1).

19 Monitoring

The State shall be allowed at any time to conduct periodic site visits and inspections to ensure work progress in accordance with this grant agreement, including a final inspection upon program completion. At least one monitoring visit per grant period on all state grants of over $50,000 will be conducted and at least annual monitoring visits on grants of over $250,000.

Following closure of the program, the State's authorized representatives shall be allowed to conduct post-completion inspections of the site to ensure that the site is being properly operated and maintained and that no conversion of use has occurred.

20 Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

21 Pollinator Best Management Practices

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to Minnesota Statutes, section 84.973. Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here: *Link to December 2014 version.*

22 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.

23 Recipient Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights

Recipient Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights

(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239)

(b) The Award Recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712

(c) The Award Recipient shall insert the substance of this clause, including this paragraph (c), in all sub awards or subcontracts over the simplified threshold. 42 CFR & 52.203-17 (as referenced in 42 CFR & 3.908-9)

1. STATE ENCUMBRANCE VERIFICATION
Individual certifies that funds have been encumbered as required by Minn. Stat. " 16A.15 and 16B.98.

Signed: Shelly Greniger

Date: 9/10/2020

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

SWIFT Contract/PO No(s). 183017/178561

2. GRANTEE
The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____
Date: _____

By: _____

Title: _____
Date: _____

Distribution:
Agency
Grantee ST FRANCIS FIRE DEPT
State's Authorized Representative - Photo Copy

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 F

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **MMUA Safety Management Program Contract**

DATE: September 21st, 2020

OVERVIEW:

The City contracts with MMUA to provide safety programs for employees. These programs help ensure that the City is OSHA compliant and using the best practices for employee safety. The program ensures that the City receives adequate training, evaluation and implementation of safety practices.

Employee safety is important for several reasons. First, it ensures that employees are safely handling dangerous equipment and chemicals; are using the best practices to avoid injury. Second, the MMUA safety program also ensures that the City is in compliance with OSHA and industry standards in the handling of these pieces of equipment and chemicals. Finally, the program minimizes liability for the City in regards to workers compensation and other impacts that can arise from employee injuries.

This contract is an annual renewal. The contract did increase from $20,750 to $20,900 for this renewal.

Recommended Motion:
Motion to enter into the Safety Management Program Contract with MMUA.

Minnesota Municipal Utilities Association

3131 Fernbrook Lane N | Suite 200
Plymouth, MN 55447-5337
Phone 763.551.1230 | Toll Free 800.422.0119 (MN)
Fax 763.551.0459
www.mmua.org

August 17, 2020

MEMORANDUM

To: Safety Management Participants

From: Mike Willetts, Director of Job Training and Safety

Subject: 2020-21 Safety Management Program Contract

It is time to renew your safety management program contract. If we held a regional group meeting earlier this year, please note that the budgets have not changed since then, unless to make specific corrections. For those where we did not hold a group meeting this year, please note that the budgets have been created with the goal of having minimal price increases while covering MMUA's costs in providing your service. The contract amendments will cover October 1, 2020 through September 30, 2021, to coincide with MMUA's fiscal year.

Two copies of your contract amendment are enclosed. Please sign both contracts keeping one for your records and mailing the other to the address shown below. **Please do not send payment at this time.** You will be billed October 1. Mail your signed contract to:

Larry Pederson, Director of Finance
Minnesota Municipal Utilities Association
3131 Fernbrook Lane North, Suite 200
Plymouth, MN 55447-5337

If you have any concerns with the new contract, please contact me or Larry as follows:

Mike Willetts: phone 763-746-0705 or e-mail mwilletts@mmua.org
Larry Pederson: phone 763-746-0704 or e-mail lpederson@mmua.org

Thank you for being part of MMUA's safety management groups. With this program and your support we have proven that working together as a group we can develop a safety program that is affordable and at the same time works.

Minnesota Municipal Utilities Association

AMENDMENT TO SERVICES AGREEMENT

Safety Management Program

Contract Date: July 31, 2020 Contract Number: 171-2021

The services agreement entered into between Minnesota Municipal Utilities Association (MMUA) and City of Saint Francis (Saint Francis), dated July 29, 2019, contract number 171-2020, is amended as follows:

PART II, Section 1.

1. DURATION: This Agreement shall remain in force from October 1, 2020 until September 30, 2021 (the "expiration date").

PART III, Section 1.

1. COMPENSATION: For the services covered by this Agreement, Saint Francis shall pay MMUA an annual fee of twenty thousand nine hundred dollars and 00 cents ($20,900.00) for the 2020-21 annual period. Such compensation shall be due and payable according to the selected payment terms below.

Payment terms for the fee agreed to above shall be based on one of the following options (select one):

- ☐ Annual Payment ($20,900.00)
- ☐ Quarterly Payments ($5,225.00 each)

For any term of less than twelve full calendar months, the fee shall be a portion of the annual fee, pro-rated based on the number of calendar months or partial calendar months in which the services were provided as a percentage of twelve (12).

The parties hereby accept the terms of the Agreement as modified.

City of Saint Francis	Minnesota Municipal Utilities Association
By _____	By _____
Title _____	Title Executive Director
Date _____	Date July 31, 2020
Purchase Order #_____	

Minnesota Municipal Utilities Association

Safety Management Program

East Central Group Fee Calculation (Tom Ewert)

October 1, 2020 - September 30, 2021

City	Population	2020-21 Annual Charge	2020-21 Quarterly Charge	2019-20 Annual Charge	Difference	Total 2020-21 with JTS	# of Days	
Cannon Falls	4,108	$11,700.00	$2,925.00	$17,550.00	($5,850.00)	$11,700.00	1	* Drop to one day
Delano	6,058	$17,700.00	$4,425.00	$17,550.00	$150.00	$20,100.00	2	
Elk River (city)	24,567	$9,950.00	$2,487.50	$9,800.00	$150.00	$9,950.00	0.58	* Calendar year program
Le Sueur	4,019	$17,900.00	$4,475.00	$0.00	$17,900.00	$20,900.00	2	* Rejoin program
Mankato	42,990	$39,900.00	$9,975.00	$39,900.00	$0.00	$39,900.00	4	
New Prague	7,725	$12,700.00	$3,175.00	$12,550.00	$150.00	$15,100.00	1	
Princeton (city)	4,728	$11,050.00	$2,762.50	$10,900.00	$150.00	$11,050.00	1	
Shakopee	41,519	$25,000.00	$6,250.00	$24,850.00	$150.00	$29,800.00	2	
St. Francis	7,541	$20,900.00	$5,225.00	$20,750.00	$150.00	$20,900.00	2	
SMMPA		$21,500.00	$5,375.00	$21,350.00	$150.00	$21,500.00	2	
Totals:	143,255	$188,300.00	$47,075.00	$175,200.00	$13,100.00	$200,900.00	17.6	

Annual JTS (Electric)

$600.00 per lineman		***2020-21***	***2019-20***
Delano	4	$2,400.00	$2,400.00
LeSueur	5	$3,000.00	$3,000.00
New Prague	4	$2,400.00	$2,400.00
Shakopee	8	$4,800.00	$4,800.00
Totals:	21	$12,600.00	$12,600.00

Please notify Larry Pederson of changes to your city.
Call 763-746-0704; fax 763-551-0459 or e-mail to lpederson@mmua.org.

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 G

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Bill List to be considered by Council**

DATE: 09/17/2020

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $246,623.83 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments - None
Direct Transfer from Previous Month-$201,091.52
Manual Checks- None

ACTION TO BE CONSIDERED:

Approved under consent agenda to allow Finance Director to draft checks or ACH withdrawals for the attached bill list. Please note additional bills may be handed out at the council meeting.

BUDGET IMPLICATION:

City bills

Attachments:

- 09-17-2020 Packet List
- 09-17-2020 Other Checks

CITY OF ST. FRANCIS
9/21/2020

Checks cut since last Council Meeting

Check Number	Check Date	Payee	Description	Amount
		TOTAL		0.00

Disbursements via Debits to 4M Account

Payee	Description	Amount
TOTAL		0.00

Disbursements via Debits to Checking Account

	Payee	Description	Amount
08/03/20	Health Partners	August insurance	26,776.82
	Cayan	Liquor CC Fee	4,905.12
08/05/20	Delta Dental	August Insurance	1,349.05
08/06/20	Federal Tax	Payroll	22,787.26
	PERA	Payroll	21,362.14
	VOYA	Payroll	1,540.00
	ICMA	Payroll	285.00
	State Tax	Payroll	4,789.38
	MSRS	Payroll	522.30
	Healthcare Savings	Payroll	452.00
	Health Care Savings	Payroll	198.83
08/11/20	Visa	CC Bill	12,940.06
08/17/20	Centerpoint	Gas Bill	703.47
08/18/20	Federal Tax	Payroll	1,408.47
	PERA	Payroll	232.78
	State Tax	Payroll	42.57
	Child support	Payroll	334.16
	Connexus	Electric	23,358.05
	Cayan	Liquor CC Fee	42.74
08/20/20	Federal Tax	Payroll	22,068.35
	PERA	Payroll	20,480.22
	VOYA	Payroll	1,340.00
	ICMA	Payroll	285.00
	State Tax	Payroll	4,632.93
	MSRS	Payroll	452.57
	Healthcare Savings	Payroll	452.00
08/21/20	MN Dept of Revenue	Sales Tax	26,898.00
	Cayan	Liquor CC Fee	5.05
08/31/20	Payment Service Network	CC Fees	387.20
	Village Bank	Bank Fees	60.00
	TOTAL		201,091.52

CITY OF ST FRANCIS

*Claim Register©

AP 09-21-2020

September 2020

Claim Type

Claim# 7678 *3D SPECIALTIES INC.*

Cash Payment	E 101-43100-226 Sign Repair Materials	OMNI SLEEVE			$681.39
Invoice 217562					
Transaction Date	9/10/2020	Due 10/10/2020	CASH	10100	**Total** $681.39

Claim Type

Claim# 7675 *ADVANTAGE TAPE*

Cash Payment	E 609-49750-340 Advertising	ADVERTISING			$390.00
Invoice 7612					
Transaction Date	9/10/2020	Due 10/10/2020	CASH	10100	**Total** $390.00

Claim Type

Claim# 7772 *AIRGAS NORTH CENTRAL*

Cash Payment	E 101-43100-217 Other Operating Supplies	RENTAL			$13.39
Invoice 9973236430					
Cash Payment	E 101-43210-217 Other Operating Supplies	RENTAL			$13.39
Invoice 9973236430					
Cash Payment	E 101-45200-217 Other Operating Supplies	RENTAL			$13.39
Invoice 9973236430					
Cash Payment	E 601-49440-217 Other Operating Supplies	RENTAL			$13.39
Invoice 9973236430					
Cash Payment	E 602-49490-217 Other Operating Supplies	RENTAL			$13.40
Invoice 9973236430					
Transaction Date	9/16/2020	Due 10/16/2020	CASH	10100	**Total** $66.96

Claim Type

Claim# 7775 *ANOKA COUNTY HIGHWAY DEPA*

Cash Payment	E 601-49440-229 Project Repair & Maintena	PERMIT 20-115			$150.00
Invoice .0920					
Cash Payment	E 601-49440-229 Project Repair & Maintena	PERMIT 20-119			$150.00
Invoice .0920					
Transaction Date	9/16/2020	Due 10/16/2020	CASH	10100	**Total** $300.00

Claim Type

Claim# 7777 *ARK TOWING AND RECOVERY*

Cash Payment	E 101-42110-441 Miscellaneous	2007 ACURA TL			$124.00
Invoice 91902					
Transaction Date	9/16/2020	Due 10/16/2020	CASH	10100	**Total** $124.00

Claim Type

Claim# 7755 *BECK, TODD*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT# 1247			$108.54
Invoice .0920					
Transaction Date	9/16/2020	Due 10/16/2020	CASH	10100	**Total** $108.54

Claim Type

Claim# 7687 *BELLBOY CORPORATION*

Cash Payment	E 609-49750-210 Operating Supplies	OP SUPPLIES			$65.66
Invoice 0101894100					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$35.65
Invoice 0085499000					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$3,544.94
Invoice 0085499000					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$4.47
Invoice 0101894100					

CITY OF ST FRANCIS

*Claim Register©

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September 2020

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.				$34.25
Invoice 0101894100						
Transaction Date	9/10/2020	Due 10/10/2020	CASH	10100	**Total**	$3,684.97
Claim Type						
Claim#	7781 *BERNICK COMPANIES, THE*					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				$539.20
Invoice 122793						
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				$13.80
Invoice 122792						
Cash Payment	E 609-49751-252 Beer For Resale	BEER				$502.50
Invoice 125227						
Cash Payment	E 609-49751-255 N/A Products	N/A				$94.70
Invoice 120510						
Cash Payment	E 609-49751-255 N/A Products	N/A				$50.20
Invoice 122793						
Cash Payment	E 609-49751-252 Beer For Resale	BEER				$1,357.32
Invoice 120510						
Cash Payment	E 609-49751-255 N/A Products	N/A				$58.90
Invoice 125227						
Transaction Date	9/16/2020	Due 10/16/2020	CASH	10100	**Total**	$2,616.62
Claim Type						
Claim#	7817 *BGS (BARNA GUZY)*					
Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE-WATSON				-$56.00
Invoice 221464						
Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE-MORGAN				-$28.00
Invoice 221465						
Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE-PARKER				-$42.00
Invoice 221468						
Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE-MACK				-$196.00
Invoice 221469						
Cash Payment	E 101-41600-312 Criminal Legal Fees	PROSECUTION/RETAINER FILE				$5,000.00
Invoice 221521						
Cash Payment	E 101-41600-304 Civil Legal Fees	TYLER DUANE NOYES & JOYCE MERCEDES NOYES				$56.00
Invoice 221470						
Cash Payment	E 101-41600-304 Civil Legal Fees	MICHEIL JOHN CAMPBELL FORFEITURE				$154.00
Invoice 221466						
Cash Payment	E 101-41600-304 Civil Legal Fees	MUNICIPAL				$1,900.00
Invoice 221705						
Cash Payment	E 101-41600-304 Civil Legal Fees	GENERAL LABOR				$644.00
Invoice 221706						
Cash Payment	E 101-41600-304 Civil Legal Fees	GARY SMITH ADMIN HEARING				$1,134.00
Invoice 221707						
Cash Payment	E 101-41600-304 Civil Legal Fees	COMMUNITY DEVELOPMENT				$1,064.00
Invoice 221708						
Cash Payment	E 101-41600-304 Civil Legal Fees	JODI BRAUN PERSONAL REP OF ROGER BRAUN				$14.00
Invoice 221709						
Cash Payment	E 101-41600-312 Criminal Legal Fees	PROSECUTION/RETAINER				$1,932.00
Invoice 221710						
Transaction Date	9/17/2020	Due 10/17/2020	CASH	10100	**Total**	$11,576.00

CITY OF ST FRANCIS

*Claim Register©

AP 09-21-2020

September 2020

Claim Type

Claim# 7786 *BREAKTHRU BEVERAGE*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$79.20
Invoice 1081178928			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$18.98
Invoice 1081176497			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	$440.80
Invoice 1081173687			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$23.10
Invoice 1081173686			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$3,087.80
Invoice 1081178928			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$615.40
Invoice 1081173686			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$716.19
Invoice 1081176497			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$744.00
Invoice 1081173686			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$573.40
Invoice 1081176497			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$504.00
Invoice 1081178928			

Transaction Date 9/16/2020 Due 10/16/2020 CASH 10100 **Total** $6,802.87

Claim Type

Claim# 7703 *CAPITOL BEVERAGE SALES, L.P*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$151.30
Invoice 2452658			

Transaction Date 9/10/2020 Due 10/10/2020 CASH 10100 **Total** $151.30

Claim Type

Claim# 7753 *COOLIDGE, KAYLEEN & JASON*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT# 4873	$174.16
Invoice .0920			

Transaction Date 9/16/2020 Due 10/16/2020 CASH 10100 **Total** $174.16

Claim Type

Claim# 7694 *CRYSTAL SPRINGS ICE*

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	$187.36
Invoice 002.B010269			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	$104.76
Invoice 2001206			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	$75.60
Invoice 002.B010287			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	$98.82
Invoice 002.B010246			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	$169.00
Invoice 002.B010227			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	$142.56
Invoice 2001424			

Transaction Date 9/10/2020 Due 10/10/2020 CASH 10100 **Total** $778.10

Claim Type

Claim# 7791 *DAHLHEIMER DIST. CO. INC.*

CITY OF ST FRANCIS

*Claim Register©

AP 09-21-2020

September 2020

Cash Payment	E 609-49751-252 Beer For Resale		BEER			$10,910.95
Invoice 444-03831						
Cash Payment	E 609-49751-252 Beer For Resale		BEER			-$50.40
Invoice 1266129						
Cash Payment	E 609-49751-252 Beer For Resale		BEER			$23,071.80
Invoice 444-03770						
Cash Payment	E 609-49751-252 Beer For Resale		BEER			$14,664.30
Invoice 444-03872						
Cash Payment	E 609-49751-255 N/A Products		N/A			$83.15
Invoice 444-03770						
Cash Payment	E 609-49751-254 Miscellaneous Merchandis		MISC			$276.00
Invoice 444-03831						
Cash Payment	E 609-49751-255 N/A Products		N/A			$55.90
Invoice 444-03831						
Transaction Date	9/16/2020	Due 10/16/2020	CASH	10100	**Total**	$49,011.70

Claim Type

Claim#	7820 *DEHN OIL*					
Cash Payment	E 101-43100-212 Motor Fuels		FUEL			$327.67
Invoice 67854						
Cash Payment	E 101-43100-212 Motor Fuels		FUEL			$327.67
Invoice 67854						
Cash Payment	E 101-45200-212 Motor Fuels		FUEL			$327.67
Invoice 67854						
Cash Payment	E 101-43210-212 Motor Fuels		FUEL			$327.67
Invoice 67854						
Cash Payment	E 601-49440-212 Motor Fuels		FUEL			$327.67
Invoice 67854						
Cash Payment	E 602-49490-212 Motor Fuels		FUEL			$327.71
Invoice 67854						
Transaction Date	9/17/2020	Due 10/17/2020	CASH	10100	**Total**	$1,966.06

Claim Type

Claim#	7655 *ECM PUBLISHERS, INC.*					
Cash Payment	E 101-41400-351 Legal Notices Publishing		MEADOWS PH 9/16			$75.25
Invoice 792903						
Transaction Date	9/10/2020	Due 10/10/2020	CASH	10100	**Total**	$75.25

Claim Type

Claim#	7752 *EKBERG, TROY*					
Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT# 2893			$132.05
Invoice .0920						
Cash Payment	R 603-37400 Storm Water Fees		REFUND ACCT# 2893			-$60.00
Invoice .0920						
Transaction Date	9/16/2020	Due 10/16/2020	CASH	10100	**Total**	$72.05

Claim Type

Claim#	7773 *ELITE SANITATION*					
Cash Payment	E 101-45200-402 Janitorial Service		RENTAL			$678.00
Invoice 26996						
Transaction Date	9/16/2020	Due 10/16/2020	CASH	10100	**Total**	$678.00

Claim Type

Claim# 7681 *EMPIRE PIPE SERVICES*

CITY OF ST FRANCIS

*Claim Register©

AP 09-21-2020

September 2020

Cash Payment	E 602-49490-229 Project Repair & Maintena	MANHOLE REPAIRS				$2,377.50
Invoice 3157						
Transaction Date	9/10/2020	Due 10/10/2020	CASH	10100	**Total**	$2,377.50
Claim Type						
Claim#	7712 *EVERBRIDGE, INC*					
Cash Payment	E 101-41110-310 Computer Consulting Fee	CONTRACT INTEREST				$12.56
Invoice M54507						
Transaction Date	9/10/2020	Due 10/10/2020	CASH	10100	**Total**	$12.56
Claim Type						
Claim#	7680 *GRAINGER, INC.*					
Cash Payment	E 601-49440-229 Project Repair & Maintena	RUST PREVENTATIVE SPRAY				$125.28
Invoice 9632547676						
Cash Payment	E 601-49440-237 Small Equipment	CONF. SPACE WINCH				$997.58
Invoice 9635877211						
Cash Payment	E 602-49490-237 Small Equipment	CONF. SPACE WINCH				$997.58
Invoice 9635877211						
Transaction Date	9/10/2020	Due 10/10/2020	CASH	10100	**Total**	$2,120.44
Claim Type						
Claim#	7689 *GRANITE CITY JOBBING CO.*					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				$4.25
Invoice 198888						
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.				$88.28
Invoice 198888						
Cash Payment	E 609-49751-256 Tobacco Products For Res	TOBACCO				$3,138.63
Invoice 198888						
Transaction Date	9/10/2020	Due 10/10/2020	CASH	10100	**Total**	$3,231.16
Claim Type						
Claim#	7743 *HAKANSON ANDERSON ASSOC., I*					
Cash Payment	E 101-41910-303 Engineering Fees	SF905-2020 ROUTINE RETAINER				$1,600.00
Invoice 44439						
Cash Payment	E 101-41910-303 Engineering Fees	EAST SHOP SITE				$1,870.50
Invoice 44425						
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	RIVERS EDGE				$988.73
Invoice 44428						
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	RIVERS EDGE 3RD ADDN				$1,132.88
Invoice 44429						
Cash Payment	E 405-43100-805 2020 Street Improvements	SF317 STREET RECONSTRUCTION				$9,816.75
Invoice 44434						
Cash Payment	G 405-10100 Cash	SF302-2020 MUNICIPAL STATE AID				$207.00
Invoice 44432						
Cash Payment	G 803-22145 ESC-School-SITE PLAN	SF239-2020 MISC SITE PLAN REVIEWS				$1,582.00
Invoice 44427						
Cash Payment	E 101-42400-303 Engineering Fees	SF906-2020 BUILDING PERMIT REVIEWS				$871.05
Invoice 44440						
Cash Payment	E 405-43100-805 2020 Street Improvements	SF319 2020 STREET REHAB				$3,741.75
Invoice 44436						
Cash Payment	E 603-49490-303 Engineering Fees	KINGS HIGHWAY AND RIVERBANK				$1,089.81
Invoice 44433						
Cash Payment	G 803-22160 ESC-SCHULTE SUBDIVISION	SF246 TURLE PONDS 5TH ADDN				$89.00
Invoice 44431						

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Cash Payment	E 405-43100-303 Engineering Fees		SF318 2019 STREET REHAB			$422.51
Invoice 44435						
Cash Payment	E 603-49490-303 Engineering Fees		SF403 MS4 PERMIT			$400.50
Invoice 44437						
Cash Payment	G 601-16500 Construction in Progress		SF503 2019 WATER METER REPLACEMENT			$321.00
Invoice 44438						
Cash Payment	E 601-49440-303 Engineering Fees		SF907-2020 UTILITY PERMIT REVIEWS			$463.50
Invoice 44441						
Cash Payment	G 803-22160 ESC-SCHULTE SUBDIVISION		SF245 TURTLE PONDS 4TH ADDN			$51.50
Invoice 44430						
Cash Payment	E 609-49750-441 Miscellaneous		SF111 LOT 1, BLOCK 1, CROWN ADDITION			$42.50
Invoice 44426						
Transaction Date	9/16/2020	Due 10/16/2020	CASH	10100	**Total**	$24,690.98

Claim Type

Claim#	7679 *HAWKINS, INC.*					
Cash Payment	E 602-49490-216 Chemicals and Chem Prod		CHLORIDE			$6,069.03
Invoice 4781822						
Transaction Date	9/10/2020	Due 10/10/2020	CASH	10100	**Total**	$6,069.03

Claim Type

Claim#	7821 *HENNING PROFESSIONAL SERVIC*					
Cash Payment	E 404-41400-300 Professional Services		RELOCATION SERVICES			$664.50
Invoice 097-1						
Transaction Date	9/17/2020	Due 10/17/2020	CASH	10100	**Total**	$664.50

Claim Type

Claim#	7733 *HOISINGTON KOEGLER GROUP, I*					
Cash Payment	E 101-41910-311 Contract		GENERAL PLANNING			$1,166.25
Invoice 018-041-24						
Cash Payment	E 101-43100-311 Contract		SIWEK PARK			$943.75
Invoice 018-041-24						
Cash Payment	E 101-41910-307 Comp Plan/Wetland Fees		COMPREHENSIVE PLAN			$2,688.75
Invoice 018-041-24						
Cash Payment	G 803-22160 ESC-SCHULTE SUBDIVISION		ESC-SCHULTE DIVISION			$112.50
Invoice 018-041-24						
Cash Payment	G 803-22172 NACRE-LAND SPLIT (LAMINA		WESTMAN NACRE SPLIT			$225.00
Invoice 018-041-24						
Transaction Date	9/16/2020	Due 10/16/2020	CASH	10100	**Total**	$5,136.25

Claim Type

Claim#	7798 *JOHNSON BROS WHLSE LIQUOR*					
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$39.25
Invoice 1640192						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$12.56
Invoice 1634697						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$15.70
Invoice 1634698						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$81.65
Invoice 1629352						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$8.79
Invoice 1640191						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$3.14
Invoice 1629353						

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Cash Payment	E 609-49751-253 Wine For Resale		WINE			$1,738.50
Invoice 1640192						
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			$1,085.40
Invoice 1634697						
Cash Payment	E 609-49751-253 Wine For Resale		WINE			$481.15
Invoice 1634698						
Cash Payment	E 609-49751-253 Wine For Resale		WINE			$182.00
Invoice 1629353						
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			$638.75
Invoice 1640191						
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			$4,440.55
Invoice 1629352						
Transaction Date	9/16/2020	Due 10/16/2020	CASH	10100	**Total**	$8,727.44

Claim Type

Claim#	7814 *KIMS KLEANING*					
Cash Payment	E 101-42110-402 Janitorial Service		CARPET CLEAN			$200.00
Invoice 6930						
Transaction Date	9/17/2020	Due 10/17/2020	CASH	10100	**Total**	$200.00

Claim Type

Claim#	7709 *LEAGUE OF MN CITIES*					
Cash Payment	E 101-41400-433 Dues and Subscriptions		MN MAYORS ASSOCIATION MEMEBERSHIP - FELDMAN			$30.00
Invoice .0920						
Cash Payment	E 101-41400-433 Dues and Subscriptions		MEMBERSHIP DUES			$8,210.00
Invoice 326341						
Transaction Date	9/10/2020	Due 10/10/2020	CASH	10100	**Total**	$8,240.00

Claim Type

Claim#	7754 *MARIN, MIGUEL*					
Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT# 5518			$913.97
Invoice .0920						
Transaction Date	9/16/2020	Due 10/16/2020	CASH	10100	**Total**	$913.97

Claim Type

Claim#	7692 *MCDONALD DIST CO.*					
Cash Payment	E 609-49751-252 Beer For Resale		BEER			$16,174.34
Invoice 548613						
Cash Payment	E 609-49751-252 Beer For Resale		BEER			-$144.00
Invoice 549654						
Cash Payment	E 609-49751-252 Beer For Resale		BEER			$5,681.20
Invoice 550393						
Cash Payment	E 609-49751-252 Beer For Resale		BEER			$15,795.15
Invoice 549559						
Cash Payment	E 609-49751-252 Beer For Resale		BEER			-$15.60
Invoice 240-00439						
Cash Payment	E 609-49751-252 Beer For Resale		BEER			-$70.20
Invoice 550482						
Cash Payment	E 609-49751-255 N/A Products		N/A			$108.85
Invoice 548613						
Cash Payment	E 609-49751-255 N/A Products		N/A			$38.00
Invoice 550393						
Cash Payment	E 609-49751-255 N/A Products		N/A			$117.25
Invoice 549559						

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Transaction Date	9/10/2020	Due 10/10/2020	CASH	10100	**Total**	$37,684.99

Claim Type

Claim# 7671 *MIDCONTINENT COMMUNICATION*

Cash Payment	E 601-49440-321 Telephone	TELEPHONE	$150.00
Invoice 13334860111510			
Cash Payment	E 609-49750-321 Telephone	TELEPHONE	$150.00
Invoice 13331300111510			
Cash Payment	E 101-42110-321 Telephone	TELEPHONE	$22.10
Invoice 13332710111510			
Cash Payment	E 101-43100-321 Telephone	TELEPHONE	$22.10
Invoice 13332710111510			

Transaction Date	9/10/2020	Due 10/10/2020	CASH	10100	**Total**	$344.20

Claim Type

Claim# 7705 *MN DEPT OF HEALTH*

Cash Payment	E 601-49440-434 Permit Fees	COMMUNITY WATER SERVICE CONNECTION FEE	$4,243.00
Invoice .0920			

Transaction Date	9/10/2020	Due 10/10/2020	CASH	10100	**Total**	$4,243.00

Claim Type

Claim# 7734 *MN DEPT OF TRANSPORTATION*

Cash Payment	E 101-43100-303 Engineering Fees	INSPECTIONS	$862.59
Invoice P00012037			

Transaction Date	9/16/2020	Due 10/16/2020	CASH	10100	**Total**	$862.59

Claim Type

Claim# 7809 *NORTHERN AIR CORPORATION*

Cash Payment	E 602-49490-229 Project Repair & Maintena	MINI SPLIT FOR ELECTRICAL ROOM	$791.96
Invoice 175722			

Transaction Date	9/16/2020	Due 10/16/2020	CASH	10100	**Total**	$791.96

Claim Type

Claim# 7813 *NORTHLAND OCCUPATIONAL HEA*

Cash Payment	E 101-43100-441 Miscellaneous	TESTING	$12.50
Invoice 7972			
Cash Payment	E 101-45200-441 Miscellaneous	TESTING	$12.50
Invoice 7972			
Cash Payment	E 601-49440-441 Miscellaneous	TESTING	$12.50
Invoice 7972			
Cash Payment	E 602-49490-441 Miscellaneous	TESTING	$12.50
Invoice 7972			
Cash Payment	E 101-43100-441 Miscellaneous	TESTING	$18.75
Invoice 7975			
Cash Payment	E 101-45200-441 Miscellaneous	TESTING	$18.75
Invoice 7975			
Cash Payment	E 601-49440-441 Miscellaneous	TESTING	$18.75
Invoice 7975			
Cash Payment	E 602-49490-441 Miscellaneous	TESTING	$18.75
Invoice 7975			

Transaction Date	9/17/2020	Due 10/17/2020	CASH	10100	**Total**	$125.00

Claim Type

Claim# 7656 *NORTHSTAR COMPANIES*

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Cash Payment E 102-42210-210 Operating Supplies MASKS - COVID $600.00
Invoice I-1318

Transaction Date 9/10/2020 Due 10/10/2020 CASH 10100 **Total** $600.00

Claim Type

Claim# 7757 *OAK LAND COOPERATIVE CENTE*

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT# 2492 $564.52
Invoice .092020

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT# 2491 $63.99
Invoice .0920

Transaction Date 9/16/2020 Due 10/16/2020 CASH 10100 **Total** $628.51

Claim Type

Claim# 7810 *PACE ANALYTICAL SERVICES*

Cash Payment E 602-49490-313 Sample Testing TESTING $182.50
Invoice 2012020429

Cash Payment E 602-49490-313 Sample Testing TESTING $129.00
Invoice 2012020625

Cash Payment E 602-49490-313 Sample Testing TESTING $144.00
Invoice 2012020843

Cash Payment E 602-49490-313 Sample Testing TESTING $183.00
Invoice 2012020898

Cash Payment E 602-49490-313 Sample Testing TESTING $151.00
Invoice 2012020972

Cash Payment E 602-49490-313 Sample Testing TESTING $170.00
Invoice 2012021003

Cash Payment E 602-49490-313 Sample Testing TESTING $142.50
Invoice 2012021230

Cash Payment E 602-49490-313 Sample Testing TESTING $176.00
Invoice 2012021252

Cash Payment E 602-49490-313 Sample Testing TESTING $1,082.25
Invoice 2012021326

Transaction Date 9/16/2020 Due 10/16/2020 CASH 10100 **Total** $2,360.25

Claim Type

Claim# 7690 *PAUSTIS WINE COMPANY*

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $18.75
Invoice 100087

Cash Payment E 609-49751-253 Wine For Resale WINE $1,403.00
Invoice 100087

Transaction Date 9/10/2020 Due 10/10/2020 CASH 10100 **Total** $1,421.75

Claim Type

Claim# 7701 *PEPSI COLA*

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC $501.95
Invoice 82644353

Transaction Date 9/10/2020 Due 10/10/2020 CASH 10100 **Total** $501.95

Claim Type

Claim# 7799 *PHILLIPS WINE & SPIRITS CO.*

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $35.00
Invoice 6090329

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $6.28
Invoice 6083153

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Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$16.61
Invoice 6086714					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$3.14
Invoice 6090331					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$17.27
Invoice 6086715					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$37.68
Invoice 6090330					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$41.12
Invoice 6083154					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$2,967.70
Invoice 6090329					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$1,318.00
Invoice 6086714					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$1,453.50
Invoice 6083154					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$504.00
Invoice 6086715					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$1,430.00
Invoice 6090330					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC			$99.00
Invoice 6090331					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$511.99
Invoice 6083153					
Transaction Date	9/16/2020	Due 10/16/2020	CASH	10100	**Total** $8,441.29

Claim Type

Claim#	7663 *ROSEVILLE, CITY OF*				
Cash Payment	E 102-42210-210 Operating Supplies	NETMOTION SERVICES - TICKET 120955			$393.00
Invoice 0229381					
Cash Payment	E 102-41400-210 Operating Supplies	NETMOTION SERVICES - TICKET 120412			$392.00
Invoice 0229375					
Cash Payment	E 102-42110-217 Other Operating Supplies	NETMOTION SERVICES - TICKET 120958			$397.00
Invoice 0229384					
Cash Payment	E 102-41400-210 Operating Supplies	NETMOTION SERVICES - TICKET 120955			$393.00
Invoice 0229373					
Cash Payment	E 102-41400-210 Operating Supplies	NETMOTION SERVICES - TICKET 120956			$393.00
Invoice 0229382					
Cash Payment	E 102-41400-210 Operating Supplies	NETMOTION SERVICES - TICKET 120412			$392.00
Invoice 0229377					
Cash Payment	E 102-42110-217 Other Operating Supplies	NETMOTION SERVICES - TICKET 120957			$397.00
Invoice 0229383					
Cash Payment	E 102-41400-210 Operating Supplies	NETMOTION SERVICES - TICKET 120411			$399.00
Invoice 0229376					
Cash Payment	E 101-41110-310 Computer Consulting Fee	IT SERVICES			$411.36
Invoice 0229354					
Cash Payment	E 101-41400-310 Computer Consulting Fee	IT SERVICES			$1,439.76
Invoice 0229354					
Cash Payment	E 101-42110-310 Computer Consulting Fee	IT SERVICES			$5,039.16
Invoice 0229354					
Cash Payment	E 101-42210-310 Computer Consulting Fee	IT SERVICES			$925.56
Invoice 0229354					
Cash Payment	E 101-43100-310 Computer Consulting Fee	IT SERVICES			$411.36
Invoice 0229354					

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Cash Payment Invoice 0229354	E 101-45200-310 Computer Consulting Fee	IT SERVICES			$411.36
Cash Payment Invoice 0229354	E 601-49440-310 Computer Consulting Fee	IT SERVICES			$411.36
Cash Payment Invoice 0229354	E 602-49490-310 Computer Consulting Fee	IT SERVICES			$411.36
Cash Payment Invoice 0229354	E 609-49750-310 Computer Consulting Fee	IT SERVICES			$205.68
Cash Payment Invoice 0229354	E 101-42400-310 Computer Consulting Fee	IT SERVICES			$411.36
Cash Payment Invoice 0229354	E 101-41910-310 Computer Consulting Fee	IT SERVICES			$205.68
Transaction Date	9/10/2020	Due 10/10/2020	CASH	10100	**Total** $13,440.00

Claim Type

Claim# 7789 *ROYAL SUPPLY*

Cash Payment Invoice 846	E 101-41940-210 Operating Supplies	SUPPLIES			$80.40
Cash Payment Invoice 846	E 101-42110-217 Other Operating Supplies	SUPPLIES			$40.20
Cash Payment Invoice 846	E 101-43100-217 Other Operating Supplies	SUPPLIES			$20.10
Cash Payment Invoice 846	E 101-45200-217 Other Operating Supplies	SUPPLIES			$20.10
Cash Payment Invoice 846	E 601-49440-217 Other Operating Supplies	SUPPLIES			$20.10
Cash Payment Invoice 846	E 602-49490-217 Other Operating Supplies	SUPPLIES			$20.10
Cash Payment Invoice 831	E 101-41940-210 Operating Supplies	SUPPLIES			$6.40
Cash Payment Invoice 831	E 101-42110-217 Other Operating Supplies	SUPPLIES			$3.20
Cash Payment Invoice 831	E 101-43100-217 Other Operating Supplies	SUPPLIES			$1.60
Cash Payment Invoice 831	E 101-45200-217 Other Operating Supplies	SUPPLIES			$1.60
Cash Payment Invoice 831	E 601-49440-217 Other Operating Supplies	SUPPLIES			$1.60
Cash Payment Invoice 831	E 602-49490-217 Other Operating Supplies	SUPPLIES			$1.60
Cash Payment Invoice 895	E 101-41940-210 Operating Supplies	SUPPLIES			$38.40
Cash Payment Invoice 895	E 101-42110-217 Other Operating Supplies	SUPPLIES			$19.20
Cash Payment Invoice 895	E 101-43100-217 Other Operating Supplies	SUPPLIES			$9.60
Cash Payment Invoice 895	E 101-45200-217 Other Operating Supplies	SUPPLIES			$9.60
Cash Payment Invoice 895	E 601-49440-217 Other Operating Supplies	SUPPLIES			$9.60
Cash Payment Invoice 895	E 602-49490-217 Other Operating Supplies	SUPPLIES			$9.60
Cash Payment Invoice 896	E 101-41940-210 Operating Supplies	SUPPLIES			$75.25

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Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES				$37.62
Invoice 896						
Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES				$18.81
Invoice 896						
Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES				$18.81
Invoice 896						
Cash Payment	E 601-49440-217 Other Operating Supplies	SUPPLIES				$18.81
Invoice 896						
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES				$18.82
Invoice 896						
Transaction Date	9/16/2020	Due 10/16/2020	CASH	10100	**Total**	$501.12

Claim Type

Claim# 7668 *SHI INTERNATIONAL CORP*

Cash Payment	E 102-42110-217 Other Operating Supplies	POLICE LAPTOP				$268.00
Invoice B12048667						
Cash Payment	E 102-42110-217 Other Operating Supplies	POLICE LAPTOP				$268.00
Invoice B12048734						
Transaction Date	9/10/2020	Due 10/10/2020	CASH	10100	**Total**	$536.00

Claim Type

Claim# 7683 *SKOGQUIST, ERIK*

Cash Payment	E 101-41550-311 Contract	2020 THIRD QUARTER ASSESSING SERVICES				$4,102.46
Invoice .0920						
Transaction Date	9/10/2020	Due 10/10/2020	CASH	10100	**Total**	$4,102.46

Claim Type

Claim# 7787 *SOUTHERN GLAZERS OF MN*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				$7.68
Invoice 1993294						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				$17.92
Invoice 1993293						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				$28.16
Invoice 1990902						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				$14.08
Invoice 1988423						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				$71.04
Invoice 1988422						
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				$6,081.70
Invoice 1988422						
Cash Payment	E 609-49751-253 Wine For Resale	WINE				$314.00
Invoice 1993294						
Cash Payment	E 609-49751-253 Wine For Resale	WINE				$2,202.23
Invoice 1990902						
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				$1,766.10
Invoice 1993293						
Cash Payment	E 609-49751-253 Wine For Resale	WINE				$470.00
Invoice 1988423						
Transaction Date	9/16/2020	Due 10/16/2020	CASH	10100	**Total**	$10,972.91

Claim Type

Claim# 7706 *ST. FRANCIS COLLISION & GLASS*

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2019 DODGE CHARGER POLICE - VIN 0781				$4,237.85
Invoice 11335						

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Cash Payment	E 101-42110-221 Vehicle Repair & Maintena		2018 DODGE CHARGER POLICE 4 DR SEDAN - VIN 5430				$3,842.10
Invoice 11300							
Transaction Date	9/10/2020	Due 10/10/2020	CASH		10100	**Total**	$8,079.95

Claim Type

Claim# 7778 *STREICHER S*

Cash Payment	E 101-42110-217 Other Operating Supplies		EQUIPMENT				$332.72
Invoice I1450217							
Cash Payment	E 101-42110-441 Miscellaneous		EQUIPMENT				$1,575.00
Invoice I1450124							
Transaction Date	9/16/2020	Due 10/16/2020	CASH		10100	**Total**	$1,907.72

Claim Type

Claim# 7708 *TJ ASSOCIATES*

Cash Payment	E 101-43210-439 Recycling Days		FALL 2020 RECYCLING NEWSLETTER				$1,449.50
Invoice 234185							
Transaction Date	9/10/2020	Due 10/10/2020	CASH		10100	**Total**	$1,449.50

Claim Type

Claim# 7776 *U S BANK EQUIPMENT FINANCE*

Cash Payment	E 101-41400-240 Office Equip		COPIER LEASE				$190.86
Invoice .0920							
Cash Payment	E 101-43100-240 Office Equip		COPIER LEASE				$190.86
Invoice .0920							
Cash Payment	E 101-43210-240 Office Equip		COPIER LEASE				$190.86
Invoice .0920							
Cash Payment	E 101-45200-240 Office Equip		COPIER LEASE				$190.86
Invoice .0920							
Cash Payment	E 601-49440-240 Office Equip		COPIER LEASE				$190.86
Invoice .0920							
Cash Payment	E 602-49490-240 Office Equip		COPIER LEASE				$190.65
Invoice .0920							
Transaction Date	9/16/2020	Due 10/16/2020	CASH		10100	**Total**	$1,144.95

Claim Type

Claim# 7684 *VINOCOPIA, INC.*

Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT				$18.00
Invoice 0262187-IN							
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT				$7.50
Invoice 0262923-IN							
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR				$99.00
Invoice 0262187-IN							
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR				$315.00
Invoice 0262923-IN							
Cash Payment	E 609-49751-253 Wine For Resale		WINE				$299.97
Invoice 0262187-IN							
Transaction Date	9/10/2020	Due 10/10/2020	CASH		10100	**Total**	$739.47

Claim Type

Claim# 7682 *WELLS, MARY*

Cash Payment	E 101-41550-311 Contract		2020 THIRD QUARTER ASSESSING SERVICES				$4,102.46
Invoice .0920							
Transaction Date	9/10/2020	Due 10/10/2020	CASH		10100	**Total**	$4,102.46

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Pre-Written Checks	$0.00
Checks to be Generated by the Compute	$246,623.83
Total	$246,623.83

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9 A

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: Assessing Contract

DATE: September 21st, 2020 (Continued from September 8, 2020)

OVERVIEW

The City has received a contract renewal proposal for assessing services from Erik Skogquist. The proposal for is for a 3 year contract and a onetime 3% increase that will be held flat for the remainder of the contract.

Staff reached out to Anoka County and they did not submit a proposal.

Action to be considered:
Renew the Assessing Contract with Erik Skogquist.

AGREEMENT FOR ASSESSMENT SERVICES BETWEEN THE CITY OF ST. FRANCIS AND ERIK A. SKOGQUIST, SAMA AND MARY WELLS, CMA IN THE CITY OF ST. FRANCIS, MN

This Agreement made and entered into this _____ day of _____, 20____, by and between the City of St. Francis, 23340 Cree St NW, St Francis, MN 55070, a municipal corporations under the laws of Minnesota, hereinafter referred to as the "Municipality", and Erik Skogquist, Senior Accredited Minnesota Assessor #3121, 314 Monroe St, Anoka, MN 55303 and Mary Wells, Senior Accredited Minnesota Assessor #3561, 3405 Edmar Ln NE, East Bethel, MN 55092, hereinafter referred to as the "City Assessors".

WITNESSETH:

WHEREAS, the City of St. Francis, lying wholly within Anoka County, Minnesota is a city constituting a separate assessment district; and

WHEREAS, pursuant to Minnesota Statutes 273.05, the city assessor shall be appointed by the city council; and

WHEREAS, it is the wish of the St. Francis City Council to appoint Erik Skogquist and Mary Wells the St. Francis City Assessors; and

WHEREAS, it is the wish of Erik Skogquist and Mary Wells to serve as the St. Francis City Assessors and to cooperate with the Municipality to perform fair and equitable assessments of the real property within the Municipality.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is agreed as follows:

1. The effective period of this Agreement will be from January 1, 2021 to December 31, 2023 unless earlier terminated as provided herein.

2. The City Assessors represents that they are residents of the State of Minnesota, possesses the knowledge and training in the field of property taxation necessary perform the duties of a local assessor, and is duly licensed to perform such duties in compliance with Minnesota Statutes 270.48 and Minnesota Department of Revenue Standards.

3. All real property within the geographical boundaries of Municipality will be assessed by the City Assessors for taxation beginning with the 2022 assessment payable 2023.

4. The duties of the City Assessor with be carried out consistently and in accordance with the provisions of Minnesota Statutes 273.05, 273.064 and 273.08.

5. In consideration for said assessment services, the Municipality with pay the City Assessor quarterly payments (unless earlier terminated as herein provided) as follows:

a) The first quarterly payment will be billed on March 1, 2021, the second on June 1, 2021, the third on September 1, 2021, and the fourth on December 1, 2021.

b) The parties understand that to accomplish the delivery of the assessments on or before February 1, 2022, all work specific to the generation of that assessment must be done prior to February 1, 2022; the same will be true for subsequent years assessments, i.e. all work for the assessment year 2023 assessment must be done prior to February 1, 2023, etc.

6. For the assessment year 2022 assessment, the Municipality with pay the City Assessor as follows:

   a) Ten and 40/100 Dollars ($10.40) for each improved parcel of residential, seasonal recreational residential, and agricultural type property.

   b) Four and 65/100 Dollars ($4.65) for each unimproved parcel of residential, seasonal recreational residential, and agricultural type property.

   c) Sixty-two and 00/100 Dollars ($62.00) for each improved and unimproved parcel of commercial and industrial type property.

   d) Sixty-two and 00/100 Dollars ($62.00) for each improved and unimproved parcel of apartment or mobile/manufactured home park type property.

7. The same procedure and rates will be followed in the frequency and computation of payments for assessment services for subsequent years.

8. The City Assessor will remit quarterly billings to the Municipality totaling twenty-five (25%) percent of the estimated annual bill, with the fourth payment making up the difference between the estimated and actual amount of parcels assessed. It is hereby agreed that a 1.65% monthly interest shall be charged after the billing date on the unpaid balances, if not paid within thirty (30) days of the billing date.

9. Notwithstanding Section 1 above, the City Assessor and/or Municipality have the right to terminate the Agreement by providing twelve months written notice prior to the beginning of assessment work for the tax year. Such notice to terminate must be sent by certified mail to the other party at the address set forth above. For example, to terminate effective as of the assessment year 2023 assessment, the party must provide written notice of termination to the other party no later than February 1, 2021. Provided further, that this agreement may be terminated at any time by the St. Francis City Council on charges by the Minnesota Commissioner of Revenue on neglect of duty on the part of the City Assessor.

10. The relationship between the parties is that of an independent contractor. Nothing contained in this Agreement is intended to or should be construed as creating the relationship of copartners, employee/employer, or joint ventures between the Municipality and the City Assessor. No tenure or any rights or benefits, including Workers' Compensation, Unemployment Insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to Municipality employees will accrue to

the City Assessors or employees of the City Assessors performing services under this Agreement. The relationship between the parties is that of an independent Contractor, the Municipality having no control as to the details of the work nor over the hours or time devoted to said task to be accomplished, said concern of the Municipality being limited only to the results of said work and not the means by which it is accomplished.

11. The City Assessors agree they will defend, indemnify, and hold harmless the Municipality, its officers and employees, against any and all liability, loss, costs, damages, and expenses which the Municipality, its officers or employees, may hereafter sustain, incur, or be required to pay arising out of the City Assessors' performance or failure to adequately perform his obligations pursuant to this Agreement.

12. All data collected, created, received, maintained, or disseminated for any purposes by activates of the City Assessors because of this Agreement is governed by the Minnesota Government Data Practiced Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

13. Pursuant to Minnesota Statutes 16B.06 subd. 4, the City Assessor agrees that the Municipality, the State Auditor, the Minnesota Department of Revenue, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary will have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc, which are pertinent to the accounting practices and procedures of the City Assessors and involve transactions relating to this Agreement.

14. During the performance of this Agreement, the City Assessors agree that no person will, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance, criminal record, creed, national origin or sexual orientation be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

15. a) The City Assessors warrant and represent that they are currently licensed as assessors by the State of Minnesota. In the event said license is cancelled, revoked, suspended or expires during the term of the contract, the City Assessors agree to immediately inform the Municipality. The Municipality will pay only for serviced pursuant to such licensing requirements.

    b) The City Assessors will comply with all applicable federal and state statutes and regulations as well as local ordinances.

    c) Failure to meet the requirements of Paragraphs a) and b) above may be cause for cancellation of this Agreement effective the date of receipt of notice of cancelation, notwithstanding the provisions of Sections 1 and 9 above.

16. Any reports, studies, photographs, negatives, or other documents prepared by the City Assessor in the performance of his obligations under this Agreement will be the exclusive property of the Municipality, and all such materials will be remitted to the Municipality by the City Assessors upon completion,

termination, or cancellation of this Agreement upon the request of the Municipality. The City Assessors will not use, willingly allow, or cause to have such materials used for any purpose other than performance of the City Assessor's obligations under this Agreement without the prior written consent of the Municipality.

IN WITNESS THEROF, the Municipality and City Assessor have herby executed this agreement this _____ day of _____, 20_____.

CITY OF ST. FRANCIS

By: _____

Title: _____

Dated: _____

By: _____

Title: _____

Dated: _____

CITY ASSESSORS

By: _____

Title: Erik A. Skogquist, SAMA License #3121

Dated: _____

By: _____

Title: Mary Wells, SAMA License #3561

Dated: _____

From:	Erik Skogquist
To:	Joe Kohlmann; Darcy Mulvihill
Cc:	Mary Wells
Subject:	St. Francis Assessing Contract
Date:	Wednesday, July 01, 2020 4:00:55 PM
Attachments:	St. Francis 2020 Assessing Contract.pdf

Caution: This email originated outside our organization; please use caution.

Administrator Kohlmann and Director Mulvihill,

Three years goes by quickly. During that time Mary and I have enjoyed working in St. Francis as your City Assessors and I hope it has provided a good value for your city. As we have worked with taxpayers, we have tried to spend the time with them to help them understand the process for setting values along with the sales that we use to help determine those values. Your staff has been helpful in providing permit information as well as handling any special assessment calls. We also appreciate the portions of the city newsletter and website dedicated to assessing which allow us to answer some frequently asked questions and map the areas we plan to work each year.

In an effort to help you through your budgeting process which may already be underway, we have attached a draft contract very similar to the one approved three years ago. The only changes have been the assessment years to reflect another three year period starting January 1, 2021 as well as a rate adjustment. Typically we try to increase rates along with inflation but given the state of the world, the uncertainty of future tax base and the likelihood of possible reductions in state aid we are sensitive to the City of St. Francis and its taxpayers. As a result Mary and I have proposed a one time increase of roughly 3% to our rates that would not increase during the 3 year term of the contract. Based on the most recent number of parcels and their tax classifications this would come to around $33,825 annually or about a $1,000 increase annually.

If there is room on one of the meeting agendas this month, Mary and I would be happy to present to the Mayor and City Council and answer any questions regarding the current proposal or the past 3 year.

Please let us know if you have any questions.

Best Regards,

Erik A. Skogquist
Senior Accredited MN Assessor, License #3121
phone/fax: 763-412-1966

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9 B

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Broadband, Fiber and Internet

DATE: September 21, 2020

OVERVIEW

As we know, the internet has grown out of its luxury status and now a requirement for businesses and households. Connectivity is a staple for business growth and location. Residential properties are dependent on connectivity and look to those services when buying a home, completing school work, connecting with family as they age in place and telehealth. As the demand for services increases in demand, initiatives from the Federal to local levels are pushing for border to border connections.

In February, Staff began discussions with providers and Anoka County regarding unserved and under-served areas of the City. When March hit, residents were faced with issues of a remote workforce and distance learning with K-12 and colleges. Residents began to express concern regarding the lack of service and the poor quality of service. Those who have services found they were not adequate to stream educational videos or connect to work needs. The lack of service is in line with the mapping *(attached)* tracked by the State. Staff continued conversations with residents and reaching out to local providers. In August with further announcements of student education requiring internet capacity, we began hearing from more residents, specifically on the East Side of the City (Pine Valley Development).

Staff has heard from several residents by email and phone. Some emails received are attached. Residents asking to be heard were notified of tonight's Council meeting and an opportunity to speak regarding the issue. Please notice, in the emails many residents mention that the City was not acting upon an opportunity with CenturyLink. It has been found that the information the residents were given were from work between CenturyLink and another City. St. Francis has not been presented an opportunity to improve the services as identified.

Concerns and comments that the residents have expressed are:

- Poor service speed, only able to get 1.5 mbps
- Distance learning difficulty at slow speeds
- Unable to stream, including school lessons, video's and tv
- Unable to work remote due to poor service
- Slow service affecting children's ability to do school work
- CenturyLink identified 1.5 mbps is the best that area can get, no success with in home boosters
- Service doesn't hold and requires computer to shut down and reboot to reconnect
- Have to use iPhone data to get service

In the Pine Valley development, Staff was informed of a conversation that residents had been having with CenturyLink and staff reached out to learn more. We also inquired with Midco on where services were as it related to the east side.

Staff see's this as two possible projects:

1. **Immediate attention to Pine Valley Acres development and internet concerns**
    a. CenturyLink service upgrade.
        i. Services exist in area but are not sufficient for households
        ii. Several CenturyLink staff have been reached out to, not receiving response needed to have information for tonight's meeting
    b. Budget – if immediate action can happen, CARES Act funding may be used

2. **Long term plan for service to all residential areas of the City in need**
    a. Two areas for expansion, East and West sides
    b. Contact all possible providers and obtain service type, cost, expansion ability and timelines
    c. Budget –
        i. Apply for DEED and other grant opportunities in 2021
        ii. City aid to construction
        iii. Resident aid to construction
    d. Timeline
        i. Applications for grants in 2021
        ii. Construction 2022

DISCUSSION ITEMS FOR TONIGHTS MEETING

Information from the following:

- Allow residents in attendance an opportunity to express concerns

- Information from Midco, a local provider, on what a project may look like or how improvements are made from their perspective

Council to provide Staff direction to continue efforts to improve service and working with providers on immediate and long-term solutions

ATTACHMENTS:

- 2020 Provider Broadband Service Inventory map
- Breakout of St. Francis specific services Inventory map
- City Parcel Map
- Resident Emails

2020 Provider Broadband Service Inventory

Border-to-Border Broadband Development Grant Program

[illegible] and **Broadband Areas**

Anoka County

Minnesota

Created April 2020

EMPLOYMENT AND ECONOMIC DEVELOPMENT

[illegible]

- Interstate
- US Road
- Local Road
- Municipal Boundary
- County Boundary
- Water
- Wireline Broadband of at Least 100M/20M
- Underserved Area (Wireline Broadband of at Least 25M/3M but less than 100M/20M)
- Unserved Area (No Wireline Broadband of at Least 25M/3M)

0 1 2 3

Miles

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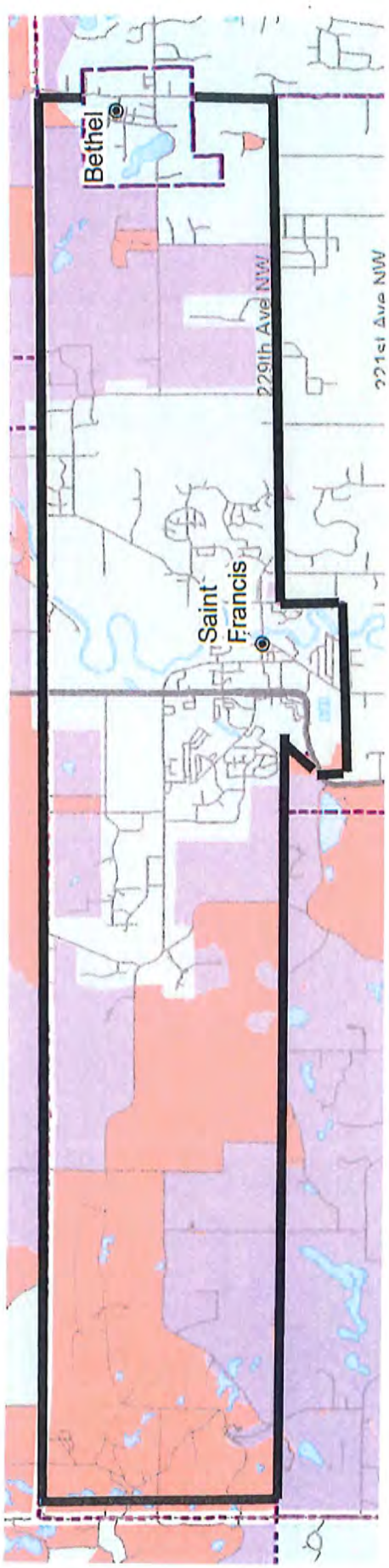

2020 Provider Broadband Service Inventory

Border-to-Border Broadband Development Grant Program

Unserved, Underserved and Broadband Areas

Anoka County
Minnesota

Created April 2020

EMPLOYMENT AND ECONOMIC DEVELOPMENT
OFFICE OF BROADBAND DEVELOPMENT

This map was prepared by Connected Nation under contract with the Minnesota Department of Employment and Economic Development. The map represents areas of broadband service availability based on provider data submitted to and analyzed by Connected Nation. This data is current as of December 31, 2019.

Additional maps and data are available at http://mn.gov/deed/programs-services/broadband/maps

Upon request, this information can be made available in alternate formats for people with disabilities by contacting the DEED Office of Broadband Development at 651-259-7610.

- Interstate
- US Road
- Local Road
- Municipal Boundary
- County Boundary
- Water
- Wireline Broadband of at Least 100M/20M
- Underserved Area (Wireline Broadband of at Least 25M/3M but less than 100M/20M)
- Unserved Area (No Wireline Broadband of at Least 25M/3M)

0 1 2 4
miles

Submit questions or recommended changes to: DEED.broadband@state.mn.us

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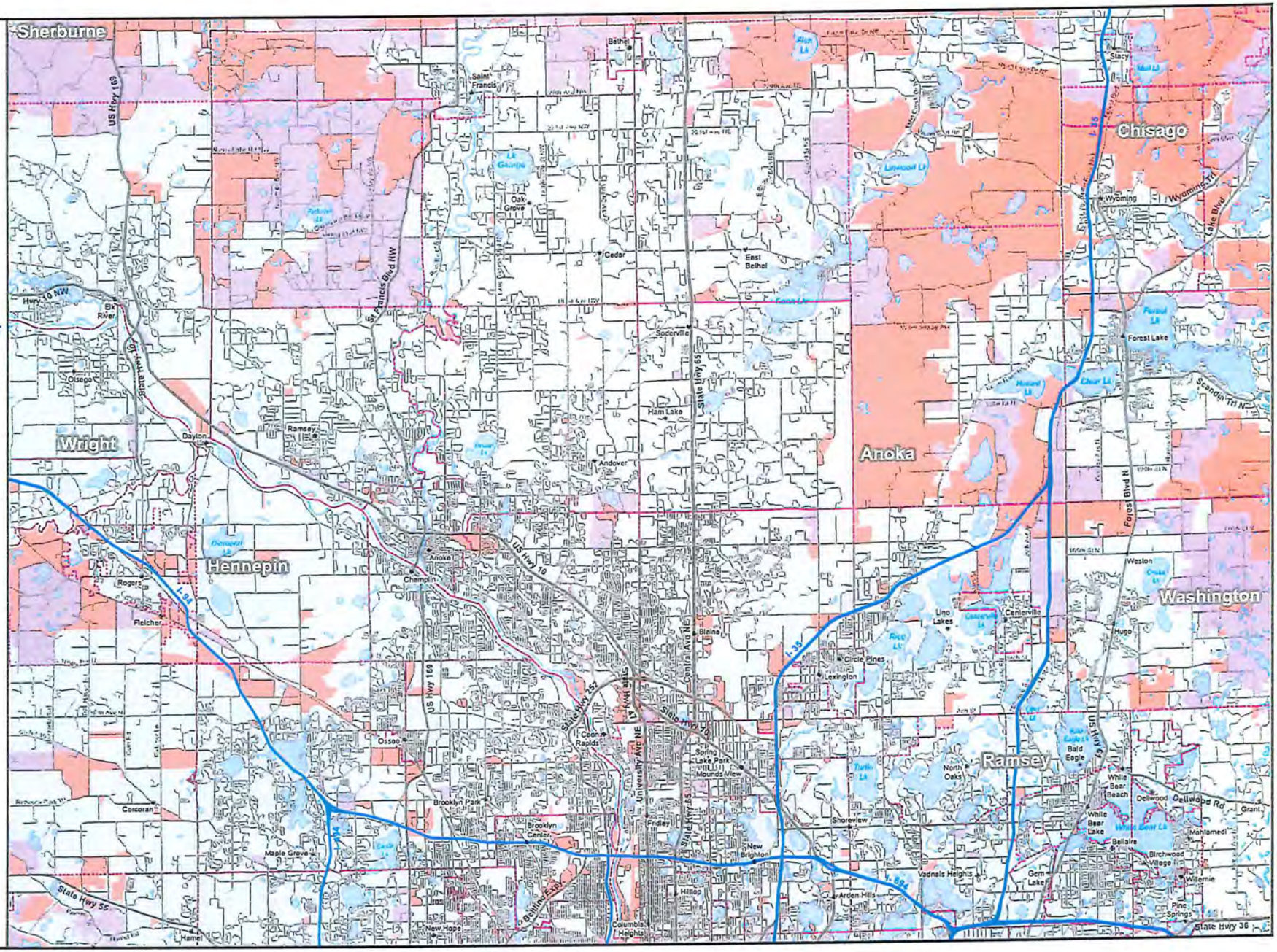
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Anoka
Chisago
Washington
Ramsey
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Elk River
Otsego
Dayton
Ramsey
Oak Grove
Cedar
East Bethel
Bethel
Saint Francis
Soderville
Ham Lake
Andover
Forest Lake
Scandia Trl N
Lake Blvd
Wyoming
Stacy
Forest Ln
Chisago Ln
Fenwood Ln
Lakewood Ln
Fish Ln
Hunters Ln
Oxbow Ln
Le Gauvin
Dorcy Ln
Dorcy Cove Ln
Dorcy Cove Cir
Dorcy Ln
Rogers
Fletcher
I-94
Anoka
Champlin
US Hwy 10
Blaine
Coon Rapids
Ossee
Corcoran
Brooklyn Park
Brooklyn Center
Maple Grove
Osseo
Rice Creek
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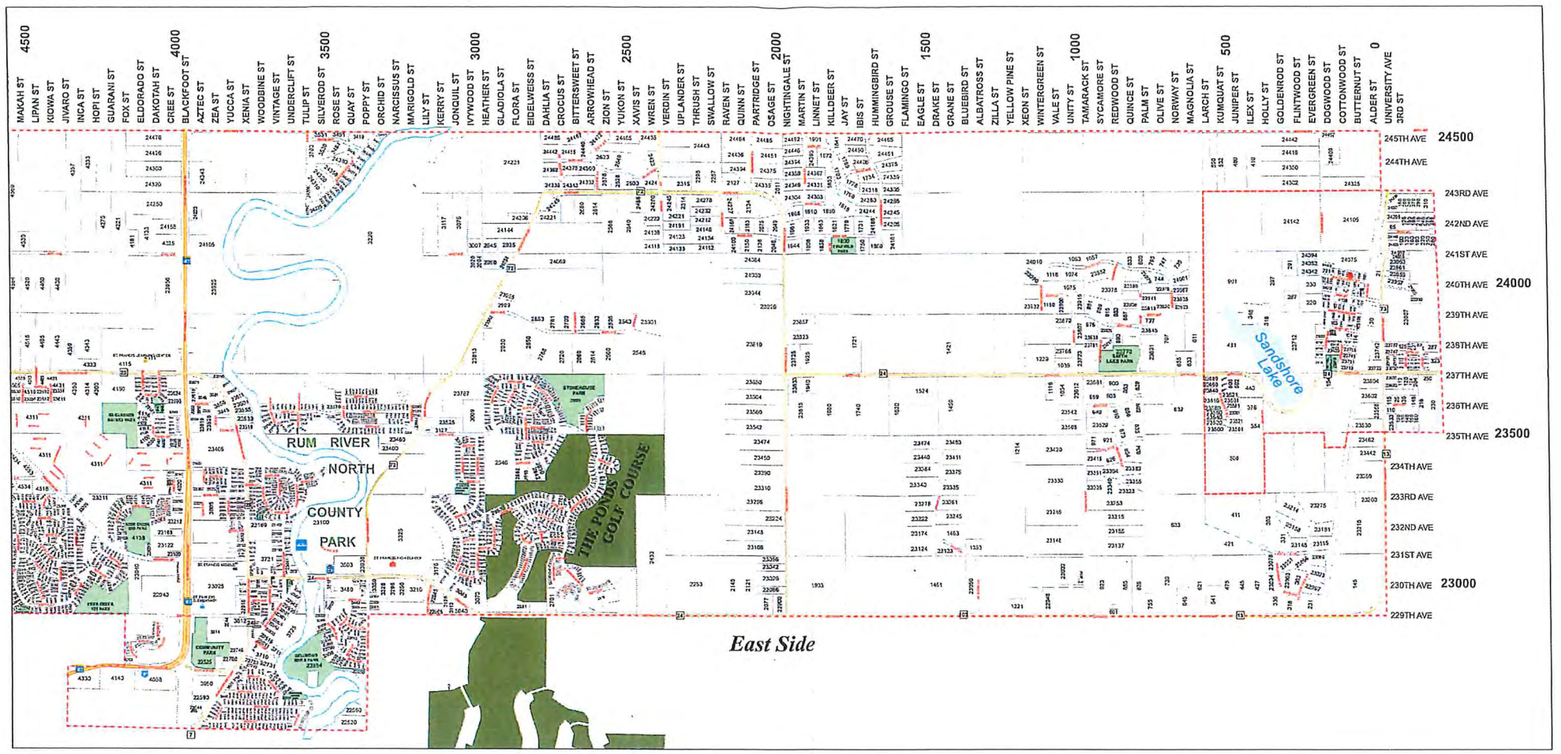
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MAKAH ST
LIPAN ST
KIOWA ST
JIVARO ST
INCA ST
HOPI ST
GUARANI ST
FOX ST
ELDORADO ST
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DAKOTAH ST
CREE ST
BLACKFOOT ST
AZTEC ST
ZEA ST
YUCCA ST
XENA ST
WOODBINE ST
VINTAGE ST
UNDERCLIFF ST
TULIP ST
3500
SILVEROD ST
ROSE ST
QUAY ST
POPPY ST
ORCHID ST
NARCISSUS ST
MARIGOLD ST
LILY ST
JERRY ST
JONQUIL ST
IVYWOOD ST
3000
HEATHER ST
GLADIOLA ST
FLORA ST
EIDELWEISS ST
DAHLIA ST
CROCUS ST
BITTERSWEET ST
ARROWHEAD ST
ZION ST
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YUKON ST
XAVIS ST
WREN ST
VERDIN ST
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THRUSH ST
SWALLOW ST
RAVEN ST
QUINN ST
PARTRIDGE ST
2000
OSAGE ST
NIGHTINGALE ST
MARTIN ST
LINNET ST
KILLDEER ST
JAY ST
IBIS ST
HUMMINGBIRD ST
GROUSE ST
FLAMINGO ST
1500
EAGLE ST
DRAKE ST
CRANE ST
BLUEBIRD ST
ALBATROSS ST
ZILLA ST
YELLOW PINE ST
XEON ST
WINTERGREEN ST
VALE ST
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UNITY ST
TAMARACK ST
SYCAMORE ST
REDWOOD ST
QUINCE ST
PALM ST
OLIVE ST
NORWAY ST
MAGNOLIA ST
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LARCH ST
KUMQUAT ST
JUNIPER ST
ILEX ST
HOLLY ST
GOLDENROD ST
FLINTWOOD ST
EVERGREEN ST
DOGWOOD ST
COTTONWOOD ST
BUTTERNUT ST
ALDER ST
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244TH AVE
243RD AVE
242ND AVE
241ST AVE
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238TH AVE
237TH AVE
236TH AVE
235TH AVE
23500
234TH AVE
233RD AVE
232ND AVE
231ST AVE
230TH AVE
23000
229TH AVE
RUM RIVER NORTH COUNTY PARK
THE FOXES GOLF COURSE
Sandstone Lake
East Side
9500
MIAN ST
HALAS ST
GUYON ST
FORTMANN ST
EATON ST
DRISCOLL ST
CARR ST
BAUGH ST
ANDRIE ST
ZEBRA ST
YAK ST
9000
XERUS ST
WOLVERINE ST
VICUNA ST
UNICORN ST
TIGER ST
SLOTH ST
RABBIT ST
QUAGGA ST
PUMA ST
8500
OKAPI ST
NUTRIA ST
MARMOSET ST
LLAMA ST
KANGAROO ST
JACKAL ST
IGUANA ST
HEDGEHOG ST
GIBBON ST
8000
FERRET ST
ELAND ST
DOLPHIN ST
CHAMELEON ST
BISON ST
ALPACA ST
ZEOLITE ST
YOLITE ST
XENOLITH ST
WILLEMITE ST
VAROLITE ST
7500
URANINITE ST
TRAPROCK ST
SAPPHIRE ST
RHINESTONE ST
QUARTZ ST
PERIDOT ST
OLIVINE ST
NACRE ST
MARBLE ST
7000
LIMONITE ST
KAMACITE ST
JASPAR ST
IRONSTONE ST
HEMATITE ST
GARNET ST
FELDSPAR ST
EBONY ST
DOLOMITE ST
COQUINA ST
BASALT ST
6500
AZURITE ST
ZIRCONIUM ST
YTTRIUM ST
XENON ST
WOLFRAM ST
VANADIUM ST
URANIUM ST
TUNGSTEN ST
SODIUM ST
RADIUM ST
QUICKSILVER ST
6000
POTASSIUM ST
OSMIUM ST
NEON ST
MAGNESIUM ST
LITHIUM ST
KRYPTON ST
JUNKITE ST
IODINE ST
HELIUM ST
5500
GERMANIUM ST
FLUORINE ST
ERKIUM ST
DYPROSIUM ST
COBALT ST
BARIUM ST
ARGON ST
ZUNI ST
YAKIMA ST
XIKIMO ST
5000
WACO ST
VENTRE ST
UTE ST
TONTO ST
SALISH ST
ROANOKE ST
QUAPAW ST
POTAWATOMI ST
ONEIDA ST
NAVAJO ST
MAKAH ST
4500
LIPAN ST
West Side
Legend
ALTERNATIVE
ARTS
ELEMENTARY
HIGH SCHOOL
LEARNING CENTER
MIDDLE
Rail Road
Cities
County Park
Golf Course
City Park
Carry-in
CITY HALL
FIRE
HIGHWAY
LIBRARY
POLICE
POST OFFICE
Anoka County
MINNESOTA
St. Francis / Bethel Address Map
N

Kate Thunstrom

From: Amy <amy.wierman@gmail.com>
Sent: Thursday, August 6, 2020 7:34 AM
To: Kate Thunstrom
Subject: Internet Service

Caution: This email originated outside our organization; please use caution.

Good Morning Kate,

I am writing today to ask that the City of St Francis consider the approving necessary upgrades needed to be done to improve the internet service in our neighborhood.

So much of everyday life now involves the web and the online services it provides. That along with the technology, services and devices available to the consumer this speed is just not adequate. A perfect example for this; we are not able to enjoy the streaming services for TV because it constantly has to buffer and will often just cut out.
During the pandemic I could not work from home because the internet service was so poor it would take forever to get a simple task done. And while we don't have school aged children in our home, I can only imagine the struggle for the families that are trying to deal with distance learning.

From what I understand, households nearby have access to high speed internet along with options of various providers. We have no choices and inadequate service. It is also my understanding that the box that services this neighborhood is overloaded and insufficient for the number of households it is currently serving. This makes an already sub-par service even worse. To put it in perspective, think back to the time when all we had was dial up...now imagine just barely being beyond that in today's world. It's painful and it's frustrating!

Thank you for your time and hopefully the approval of the necessary upgrade for this area which is long overdue.

Sincerely,
Amy Wierman
421-231st Avenue NW
St Francis, MN 55070

Kate Thunstrom

From: Dustie Hoff <dustiehoff@gmail.com>
Sent: Thursday, August 6, 2020 7:13 AM
To: Kate Thunstrom
Subject: IMPORTANT - Internet Service

Caution: This email originated outside our organization; please use caution.

Dear Kate,

I live in an area of St. Francis that has ridiculously poor internet service (current speed 1.5 mbps). While I have been waiting years for CenturyLink to upgrade the internet in our neighborhood, I recently learned that it is the City of St. Francis's responsibility to approve and partially pay for these upgrades. We have several kids in our neighborhood, and if we are expected to use distance learning this school year, there will undoubtedly be issues with being able to do this because of our poor internet speed. I am not sure what the reasoning behind the city's decisions to not upgrade our service (especially when other areas, that have much faster service, are already being upgraded again). This is beyond frustrating and I am not sure how families in our neighborhood are expected to be able to do online learning at such slow speeds. When the schools went online learning in the spring, we dealt with it, but now that this could be for the entire year, this needs to be addressed immediately.

Please let me know if there is anything I can do to help further this along in the approval process. I would be happy to reach out to other city officials - as I feel it is imperative this be resolved.

Thank you very much for your time,
Dustie Hoff
23034 Goldenrod St. NW
St. Francis, MN 55070

Kate Thunstrom

From: Knafla, Jennifer L <jknafla@parkdental.com>
Sent: Wednesday, August 5, 2020 11:54 AM
To: Kate Thunstrom
Cc: jenknafla
Subject: lack of internet

Caution: This email originated outside our organization; please use caution.

Good morning Kate,

I am sending you this email because I (my whole neighborhood) am frustrated with the internet in our area. Our internet is DSL and so poor it affected the ability of my kids to do school work and complete their classes adequately while distant learning. For years the quality keeps going down. I was told by technicians from Century Link that out station on 221st and County Road 13 is to far away. I've been told the box is overloaded. My neighbor Jim Huberty dropped Century Link due to being so poor but then needed internet and with no other choices tried to get it again and told he could not due to lack space in box and already above capacity. We can not watch Netflex due to constant buffering and can not use laptop due to dropping 4-5x day. It is really upsetting that Xfinirty is across the road and Mincco around the area but yet we have the only option for DSL low grade outdated internet. After months of working with Century Link and being told 1.5 is the BEST we can get (even tried boosters) I found out it is the city of St Francis that needs to make the choice and get it upgraded. It is a disservice that you have not already gotten this done. Our neighborhood NEEDS THIS DONE NOW!!!!! My kids education will suffer with this happening. I pay my taxes (including $60 rain water run off treatment fee-silly since we have well and septic) and expect to be able to get internet. There are options like putting in a CALF box into our neighborhhood or extending xfinity across the street of running lines in for Midcco and last but not least upgrading Century Link. Please get the ball rolling and lets get this fixed ASAP. I also would like to know when the next 3 city council meetings are as i plan on attending and ask that you put me and this issue on the docket. I hope to hear back from you soon.

Jennifer Knafla 763-238-8178

Kate Thunstrom

From: Sheri Nikko <nikkosheri@gmail.com>
Sent: Wednesday, August 5, 2020 6:50 AM
To: Kate Thunstrom
Subject: St. Francis Internet

Caution: This email originated outside our organization; please use caution.

Good Morning-

I am writing to you to voice concerns over the slow internet we have in St. Francis. It is VERY SLOW and sometimes non existent. We need to get a better provider in this area. It makes it very hard when we have to work at home in the these times of this COVID virus.
It's sad to say that my IT Manager said he had adequate internet service in the middle of the desert in Iraq, which is 6000 miles away from here, We are only 9 miles from Blaine or Cambridge, and they have adequate internet providers.

It would be nice if our City could bring in a better Provider.

Thank you!

Tim and Sheri Nikko
23089 Flintwood St NW, St Francis, MN 55070

Kate Thunstrom

From: SUE HARRISON <MADIZA2004@msn.com>
Sent: Tuesday, August 4, 2020 6:09 PM
To: Kate Thunstrom
Subject: Century Link Internet Service

Caution: This email originated outside our organization; please use caution.

Hi Kate,
We have slower than turtle slow internet service in our neighborhood, & Century-link tells me it is the best we can get in our service area ugh..... Unfortunately they are the only Internet Co that services our neighborhood. Can you please help with this?
My address is 383 231st Ave NW.
Thx!
Sue Harrison
Get Outlook for iOS

Kate Thunstrom

From: Denyce Gorr <denyce.gorr@yahoo.com>
Sent: Thursday, July 30, 2020 3:38 PM
To: Kate Thunstrom
Subject: Internet access

Caution: This email originated outside our organization; please use caution.

Dear Ms. Thunstrom,
I am so pleased to finally hear that somebody can help us get better Internet service where we live. I understand that you need information so that you can submit an order for us to have our Internet upgraded.
Internet is very critical to my life because I am legally deaf and I use a Sorenson video relay service and I am unable to do that with the current Internet options that are available to me. I am currently going through my iPhone and not through video relay and that uses up a ton of data on my phone when I shouldn't have to. It's limits my resources.

Thank you for taking this information into consideration when advocating for better internet access.

Denyce Gorr
318 230th Ave NW
St. Francis, MN 55070

Sent from Yahoo Mail for iPhone

Kate Thunstrom

From: Wise, Erin <ewise@foxrothschild.com>
Sent: Tuesday, July 28, 2020 9:24 AM
To: Kate Thunstrom
Subject: High Speed Internet

Caution: This email originated outside our organization; please use caution.

Kate,

It sounds like you may have heard from many of my neighbors but I realized I have not contacted you about this issue as well. I live on Dysprosium Street in St. Francis and am not able to currently get high speed internet along with our immediate neighbors. It's more than a little odd since the houses on either side of our portion of the neighborhood are able to get high speed internet but it stops abruptly when you get to a certain point in our development. I am currently one of the many people that have to work from home and having the kids home on their devices slows our internet to an unworkable speed. With the impending announcement from the Governor on Thursday regarding the upcoming school year, which I imagine will include saying distance learning is something we'll have to do again, this is a huge issue that needs to be tackled immediately.
From the neighbor I got your contact info from, it sounds like this is an issue for a few different areas in our city and you are bringing these issues up, which is appreciated, but I need to reiterate the importance and urgency of the issue. At the risk of being made a mortar in this situation, I have a special needs child that, if we are forced to do distance learning, will need me to be able to work from home with nowhere else for him to go and a lack of options as far as daycares go. Unfortunately, if I can't make working from home successful to be able to stay with him it will put me in a difficult position.
I need to have faster internet to successfully work from home, for my kids to successfully go to school and virtual therapy and for my sanity!

Thank you,
Erin

Erin Wise
Legal Administrative Assistant
Fox Rothschild LLP
Campbell Mithun Tower - Suite 2000
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Kate Thunstrom

From: Rochelle Weidall <weidall@hotmail.com>
Sent: Thursday, June 25, 2020 10:42 AM
To: Kate Thunstrom
Subject: St. Francis Internet

Caution: This email originated outside our organization; please use caution.

Hi Kate,

I would like to help you in any way possible to have high speed internet installed in our neighborhood. I know our builder did put some line in but no company is willing to run lines. The lack of internet is not acceptable. What can we do? CenturyLink and Midco refuse to help. Since Covid, my husband and I have to work from home as well as our children. It has been a complete nightmare!

Please let me know if we can come to a meeting or anything else to get some relief in our area.

Our address is:
23964 Cobalt St NW
St. Francis

Phone number: 952-221-5385

Thank you for your time,
Rochelle Weidall

Get Outlook for Android

Kate Thunstrom

From: Marek Lewicki <marek.lewicki@gmail.com>
Sent: Wednesday, June 24, 2020 2:08 PM
To: Kate Thunstrom
Subject: Midco service

Caution: This email originated outside our organization; please use caution.

Hello Kate,

As a resident of the City of St. Francis, I've been following the St. Francis Facebook page and I'm seeing some chatter regarding efforts to provide better Internet for our neighborhood.
I imagine you've probably received a number of similar emails, so I apologize for yet another message about this, but I share the same frustrations as my immediate neighbors - there is cable service a quarter-mile to the East and to the West of my house and, for the last 10+ years, my requests for cable service (presently Midco) have been unanswered, so when I heard that others are now also pleading for help - I had to chime in.

Thank you very much for all your efforts in trying to get the service to the part of our neighborhood. I appreciate any updates on this topic.

With gratitude,
Marek Lewicki

Kate Thunstrom

From: Danielle L <danib37@hotmail.com>
Sent: Wednesday, June 24, 2020 1:48 PM
To: Kate Thunstrom
Subject: Internet

Caution: This email originated outside our organization; please use caution.

Hello,

Just wanted to send a quick email to see if anything can be done about our internet options. I live off of 241st Ave and Erkium St NW, and my only option is CenturyLink. Speeds are extremely slow, and it makes work and school very difficult. I am currently working from home due to Covid, as instructed by the governor. Midco internet is offered just a few streets away, but they will not pay to run it down to my house. Hoping the city can get involved as we already spoke to the developer in the area and they are unable to help.

Thanks for your time,
Dani

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9 C

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Resolution Transferring from General Fund to EDA Fund**

DATE: September 21st, 2020

ITEM FOR CONSIDERATION:

Attached is a resolution to approve a transfer from the General Fund to EDA Fund.

BACKGROUND:

The EDA is looking to purchase the property for the New Fire Station/City Hall on Bridge Street and is requesting the funds for the purchase and demolition be transferred from the General Fund. The request is for $187,000.00.

ACTION BE TO CONSIDERED:

Approve the attached resolution transferring $187,000.00 from the General Fund to the EDA Fund.

BUDGET IMPLICATION:

This will come out of General Fund Cash balance. As of 08/31/2020, the cash balance is $3,056,476.89.

Attachments:

1. Resolution approving Transfer from General Fund to EDA.

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

RESOLUTION 2020-36

TRANSFER FROM GENERAL FUND TO EDA FUND

BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the following transfers of funds:

	FROM	TO	PURPOSE	AMOUNT
1	General Fund	EDA Fund	PURCHASE PROPERTIES	$187,000.00

1. The EDA is requesting a transfer from the General Fund to purchase and demolish properties for the New Fire Station/City Hall on Bridge Street.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21ST DAY OF SEPTEMBER, 2020.

APPROVED:

_____
Steve Feldman, Mayor

ATTEST:

_____
Barbara I. Held, City Clerk

City of St. Francis

Water and Sewer Monthly Report – August 2020

Public Works
4058 St. Francis Blvd. NW
St. Francis, MN 55070

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	**Water Treatment Report**			
Water	Inspect Facility Daily	Facility Inspection	17	Inspections
Water	Operational Hours	Hours spent at facility	34	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical Adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	21	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	Daily	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	**Water Flows/Results**			
		Total Raw water	24.05	Million Gallons
		Total Finished water	22.9	Million Gallons
		Finished water sold	23.257	Million Gallons
		Accounted water %	98	%
		Oak Grove water use	3.64	Million Gallons
		Average Daily Flow	.738	Million Gallons
		Average Chlorine	.53	Mg/l
		Average Raw Iron	1.02	Mg/l
		Average Raw Manganese	.078	Mg/l
		Average Fluoride	.72	Mg/l
		Iron Removal	**99**	%
		Manganese Removal	**76**	%

Wastewater	**Wastewater Treatment Report**			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 30 Constituents); 8 Effluent (40 Constituents:	70	Constituents
Wastewater	Operational Hours	Hours spent at facility.	136	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	17	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	17	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	17	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	31	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	136	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	10.6	Million Gallons
		Total Effluent	11.2	Million Gallons
		Reuse effluent	1.03	Million Gallons
		Influent TSS	365	Mg/l
	Limit: (15mg/l)	Effluent TSS	0	Mg/l
	Limit: (85 %)	**TSS % Removal**	**100**	**% Removal**
		Influent CBOD	240	Mg/l
	Limit: (15 mg/l)	Effluent CBOD	0	Mg/l
	Limit: (85 %)	**CBOD % Removal**	**100**	**% Removal**
		Influent Phosphorus	4.4	Mg/l
	Limit: (1 mg/l)	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	**100**	**% Removal**
		Influent Ammonia Nitrogen	26.6	Mg/l
	Limit: (Seasonal) 1.4 mg/l	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	**100**	**% Removal**
Water/ Sewer	**Monthly Tasks**			
Water/Sewer	Locates	Process Locate Requests	120	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings

Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	7	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	24	Work Orders
Re-reads	Re-read Meters	Re-read Meters	2	Meters
Water/Sewer	**Monthly Projects**			
Water Treatment Facility	Reclaim Tanks	Clean and inspect all reclaim tanks at the water treatment facility.	3	Tanks
Water Treatment Facility	Air Wash Blower	Change oil, inspect belt for blower unit that is used for backwashing filters.	1	Blower
Sanitary System	Jetting	Clean and televise sanitary mains in district 4.	20,000	Feet
Water Distribution	Gate Valve Repair	The bolts on an 8" gate vale failed causing a leak- repair tool place at 2:00 a.m.	4	Hours
Wastewater Treatment Facility	Aeration Tank Maintenance	Drain and clean aeration tanks at facility.	2	Tanks
Wastewater Treatment Facility	UV System	Manufacturer was out and completed a diagnostic and software update.	2	Hours
Deer Creek Lift Station	Clean	Wash Down Grease	1	Lift station
Royal Oaks Lift Station	Clean	Wash Down Grease	1	Lift station

*Each time a lift station pump is pulled due to plugging, it is equal to two-man hours.

City of St. Francis

Streets and Parks Monthly Report – August 2020

Public Works
4058 St. Francis Blvd. NW
St. Francis, MN 55070

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	28	Hours
Streets	Snowplowing	Plowing City Streets	0	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	0	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	0	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	0	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	0	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	19.7	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	85	Inspections
Parks	Events	Preparation and Inspection	23	17 baseball 6 misc.
Parks	Fertilizing	Applied to city properties and parks.	0	Pounds
Parks	Mowing	City Parks and Property	230	Acres
Streets	Signs	Signs Installed or Repaired	10	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	10	7 Park 2 Water 1 Street
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	25	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	20	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	28	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Parks	Ball Fields	Dragging Ball Fields	17	Times
Parks	Trail Mowing	Mowing Along Walking Trails	48.6	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	4	Time
Streets	Ditch Mowing	Mowing Along Roadway	176.6	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons
Parks	Vandalism	Damage to City Property	0	Hours

Parks	Playground	Install Woodchips	0	Yards
Parks	Leaf Pick-up	Picking Up Leaves in Parks	0	Yards
Recycling	Meeting	With Anoka County	1	Meeting
Recycling	Event	LePage Recycling Event & Free Shred Event/Leaf Event	0	Events